

<b>COURSE TITLE</b>	<b>ICT for Translation and Interpreting</b>
<b>DEGREE PROGRAM</b>	L-12 (BACHELOR'S DEGREE)
<b>ACADEMIC YEAR</b>	2024-2025
<b>YEAR OF STUDY</b>	1 <sup>st</sup>
<b>CREDITS (CFM)</b>	
<b>SDS (Scientific Disciplinary Sector)</b>	
<b>TUITION HOURS</b>	48

<b>COURSE TUTOR</b>	MAURO PISTOI
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**OBJECTIVES**

The aim of the course is to provide students with the essential tools for an appropriate and functional use of the computer, with a particular focus on those applications specially designed for today's translators and/or interpreters. In particular, the course will cover the following topics: word processors, spreadsheets, advanced Internet research techniques, and an introduction to text analysis and computer-aided translation software. The practical nature of the course will enable students to operate autonomously and professionally in any working context.

**CONTENTS**

- Basic concepts of computer: hardware and software, Operating systems, Windows system, windows, files management, types of files
- System functions: organization of the hard disk, mass storages, use of the printer
- Local area networks: sharing resources, modems and routers, the Internet
- Word processing (Ms-Word): functions, use of the mouse, file names, writing modes, insertion and deletion, saving and printing documents, styles and templates, fonts, page settings and margins, Layout of texts, editing with multiple documents, inserting files, selecting the text, moving and creating a document copy, columns, page and section breaks, page numbering, tables, insertion, automatic and manual formatting, converting text to a table and vice versa, insertion of images in documents
- Searching and editing textual material on the Internet
- Use of multitrack recording software for simultaneous interpreting exercises.
- Spreadsheet (Ms-Excel): basic operations, functions and formulas, formatting and printing, advanced functions, charts
- Terminology research through the Internet, methods and examples.

**EVALUATION**

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Final exam

Continuous assessment

Type of test:

WRITTEN

ORAL

## BIBLIOGRAPHY

Author F. Lughezzani – D. Princivalle

Title *Nuova ECDL. Syllabus 6*

Publisher Hoepli

Published in 2018

Author F.C. Ugolini

Title *Il codice de folt – cambiare linguaggio per l'insegnamento dell'informatica*

Publisher Edizioni dell'ateneo

Published in 2006

Author Y. Benkler

Title *La ricchezza della rete*

Publisher Univ. Bocconi editore

Published in 2007

Author J. Klobas

Title *Oltre wikipedia*

Publisher Sperling&kupfer

Published in 2006