

## COURSE OUTLINE

### (1) GENERAL

<b>SCHOOL</b>	Faculty of Social, Political and Economic Sciences		
<b>ACADEMIC UNIT</b>	Department of Economics		
<b>LEVEL OF STUDIES</b>	Undergraduate		
<b>COURSE CODE</b>	NK15	<b>SEMESTER</b>	1 <sup>st</sup>
<b>COURSE TITLE</b>	Informatics 1		
<b>INDEPENDENT TEACHING ACTIVITIES</b> <i>if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>		<b>WEEKLY TEACHING HOURS</b>	<b>CREDITS</b>
Lectures		4	6
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
<b>COURSE TYPE</b> <i>general background, special background, specialised general knowledge, skills development</i>	General Background		
<b>PREREQUISITE COURSES:</b>			
<b>LANGUAGE OF INSTRUCTION and EXAMINATIONS:</b>	Greek		
<b>IS THE COURSE OFFERED TO ERASMUS STUDENTS</b>	Yes		
<b>COURSE WEBSITE (URL)</b>	<a href="http://www.econ.duth.gr/undergraduate/lessons/a3.shtml">http://www.econ.duth.gr/undergraduate/lessons/a3.shtml</a>		

## (2) LEARNING OUTCOMES

### Learning outcomes

The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.

Consult Appendix A

- Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area
- Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B
- Guidelines for writing Learning Outcomes

After the end of the course students should be able to understand, explain and use concepts such as CPU, RAM and ROM memory, input and output, operating system. They should be familiarized with an operating system and the basic tools of an office suite (word processor, spreadsheet, and slide-show presentation programs). They should be able to write a complete scientific paper with figures, tables, bibliography and mathematical equations, use a spreadsheet to solve mathematical problems using formulas and functions.

### General Competences

Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?

Search for, analysis and synthesis of data and information, with the use of the necessary technology	Project planning and management
Adapting to new situations	Respect for difference and multiculturalism
Decision-making	Respect for the natural environment
Working independently	Showing social, professional and ethical responsibility and sensitivity to gender issues
Team work	Criticism and self-criticism
Working in an international environment	Production of free, creative and inductive thinking
Working in an interdisciplinary environment	.....
Production of new research ideas	Others...
	.....

- Search for, analysis and synthesis of data and information, with the use of the necessary technology
- Working independently

## (3) SYLLABUS

The course introduces the student to basic concepts of informatics. It starts by presenting main steps in the history of computing and the evolution of computers. Then the students are introduced to computer architecture and the concepts of memory, processors, input – output units. The course continues with a short introduction to Operating Systems and GUI mainly focused on Microsoft Windows. The basic tools of a word processor, a spreadsheet and a presentation program are demonstrated. Finally the course concludes with an introduction of the internet and its various applications.

## (4) TEACHING and LEARNING METHODS - EVALUATION

<b>DELIVERY</b> <i>Face-to-face, Distance learning, etc.</i>	<ul style="list-style-type: none"> <li>• Class lectures</li> </ul>
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<p><b>USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>  <i>Use of ICT in teaching, laboratory education, communication with students</i></p>	<ul style="list-style-type: none"> <li>• Support of the learning process via e-class</li> <li>• Use of projector</li> </ul>																							
<p><b>TEACHING METHODS</b>  <i>The manner and methods of teaching are described in detail.</i>  <i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc.</i></p> <p><i>The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS</i></p>	<table border="1"> <thead> <tr> <th><i>Activity</i></th> <th><i>Semester workload</i></th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td>50</td> </tr> <tr> <td>Exercises</td> <td>40</td> </tr> <tr> <td>Study</td> <td>60</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>Course total</td> <td>150</td> </tr> </tbody> </table>		<i>Activity</i>	<i>Semester workload</i>	Lectures	50	Exercises	40	Study	60													Course total	150
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<p><b>STUDENT PERFORMANCE EVALUATION</b>  <i>Description of the evaluation procedure</i></p> <p><i>Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	<p>In class exam with problem solving and short-answer questions.</p>																							

**(5) ATTACHED BIBLIOGRAPHY**

<p>7+1: Windows 7, Office 2007, Εκδόσεις Κλειδάριθμος.          Εισαγωγή στην Πληροφορική και στον αυτοματισμό γραφείου, Δημόπουλος και Παπουτσής, 2012, Εκδόσεις Μπενάρδος.</p>
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