COURSE OUTLINE

1. GENERAL INFORMATION

FACULTY	ECONOMY AND MANAGEMENT		
DEPARTMENT	ORGANIZATIONS MANAGEMENT, MARKETING AND TOURISM		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE CODE	1605-210103	**SEMESTER**	1st
TITLE	INTRODUCTION TO COMPUTER SCIENCE		

Autonomous Teaching Activities	**WEEKLY TEACHING HOURS**	**CREDITS**
Lectures and Practice Exercises	3	5

COURSE TYPE	GENERAL BACKGROUND
PREREQUISITE COURSES	NONE
TEACHING LANGUAGE	GREEK AND ENGLISH (ERASMUS STUDENTS)
COURSE OFFERED TO ERASMUS STUDENTS	YES
COURSE WEBPAGE (URL)	

2. LEARNING OUTCOMES

Learning outcomes
The course aims to describe the computer system, to explain its functions and to enable the new students to acquire the basic skills in its use. Also, to provide students with the appropriate knowledge in office automation applications and the advantages of new technologies in work and everyday life. Students after the course will be able to: 1. KNOWLEDGE: identify and define the various categories of software - describe the basic functions of the operating system - identify and define the basic types of secondary storage: hard disk, optical disk, etc. 2. UNDERSTANDING: distinguish the differences between data and information - distinguish the importance of networking and data communications - explain and evaluate the different categories of computers - evaluate and distinguish key components of the computer system: input, processing, output, and storage - to distinguish the services of the internet and to understand its basic structure 3. APPLICATION: discover the practice of the main Internet services 4. ANALYSIS: draw tables and graphs in spreadsheets 5. COMPOSITION: create texts on the PC with the help of a copywriter - they organize the operation of the e-mail. 6. EVALUATION: evaluate the basic features of word processing systems - evaluate the advantages offered by spreadsheet programs - evaluate the operation of web pages and web browsers.

General Skills
• Search, analysis, and synthesis of data and information using the necessary technologies • Autonomous work • Teamwork • Production of new research ideas • Project design and management • Promotion of free, creative, and inductive thinking.

3. COURSE CONTENT

1. The evolution of technology and computers
2. Architecture and computer categories
3. Description and operation of the computer
4. The physical composition of the computer (Central Processing Unit, memory, image subsystem, storage subsystem, input/output modules)
5. Peripherals (printers, scanners, multifunction machines, control cards, UPSs)
6. Storage media (magnetic disks, optical disks, and portable memories)
7. The logical part of the computer, Operating Systems
8. Application Software
9. Basic concepts in data management. Communications, data networks, and communication devices (network cards, modems, routers)
10. The internet and its services
11. Technology in everyday life, electronic life & gadgets
12. Informatics, Society and Business Administration, applications of informatics in education, health, transport, work, etc.
13. Security issues in PC communications

Practice Exercises:
1. Use of computer and basic peripherals. Installation and operation of the computer
2. Installation and use of peripherals (printer, scanner, storage media & audiovisual media)
3. Operating System Tasks (OS) The basic tasks of OS are File Management
4. Use of local network Additional possibilities of LS
5. Editing Text Writing text - Spelling check
6. Document formatting and printing Tables and worksheets
7. Insert images into text
8. Spreadsheets (FE) Familiarity with the worksheet of the spreadsheet (FE)
9. Tables in the worksheet
10. Content formatting and display of cells, rows, and columns Types and Functions
11. Work charts
Printing works of PV
12. The Internet and its basic services, The World Wide Web Thematic Directories - Search Engines
13. Email Edit web page text

4. TEACHING AND LEARNING METHODS - ASSESSMENT

TEACHING METHOD	In the classroom and the computer lab, Face to Face teaching. Distance education with modern and asynchronous

<table>
<tr><td></td><td>tools.</td></tr>
<tr><td>ICT USE</td><td>Use of ICT in teaching (Moodle, office, etc.) in teaching (projections and slide shows) as well as in communication with students.</td></tr>
<tr><td>TEACHING ORGANIZATION</td><td>
<table>
<tr><th>Activities</th><th>Working Load per Semester</th></tr>
<tr><td>Lectures</td><td>39</td></tr>
<tr><td>Laboratory Exercises</td><td>50</td></tr>
<tr><td>Field application exercises</td><td>20</td></tr>
<tr><td>Thesis writing</td><td>41</td></tr>
<tr><td>Total</td><td>150</td></tr>
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</td></tr>
<tr><td>ASSESSMENT</td><td>The language of assessment is Greek and may be English for foreign students (students from exchange programs).
As a formative method of assessment is the elaboration of assignments by students which they submit on intermediate dates of the semester.
Concluding assessment uses written or online tests at the end of the semester, which may include multiple-choice, short-answer, extended-answer, or correct-answer questions.
The final grade is the sum of the formative and concluding assessments of the students. The evaluation criteria have to do on the one hand in the assignments to the extent that the students proceed to the elaboration of the assignment and perform the technical requirements in the final examination in the achievement of the Learning Outcomes described above. For each L.O. The grade is visible next to the question and is known to the students. After the grades are issued, students can come to the teacher's office to see their writing.</td></tr>
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5. REFERENCES

-Suggested bibliography:

1. Basic Principles in Informatics
Book Code in Eudoxus: 102070210
Version: 1/2021
Authors: O'Leary Timothy J., O'Leary Linda I., O'Leary Daniel
ISBN: 9789925588329
Type: Book
Distributor (Publisher): BROKEN HILL PUBLISHERS LTD

2. Introduction to computer science
Book Code in Eudoxus: 77109607
Edition: 2nd edition / 2018
Authors: Evans Alan, Martin Kendall, Poatsy MaryAnne
ISBN: 978-960-586-236-7
Type: Book
Distributor (Publisher): KRITIKI PUBLICATIONS SA
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