COURSE OUTLINE

(1) General information

FACULTY/SCHOOL	TECHNOLOGY			
DEPARTMENT	ENVIRONMENTAL SCIENCES			
LEVEL OF STUDY	*Undergraduate*			
COURSE UNIT CODE	NEW **COURSE**	**SEMESTER**	1	
COURSE TITLE	INFORMATICS AND DATABASES			
INDEPENDENT TEACHING ACTIVITIES in case credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the entire course, give the weekly teaching hours and the total credits			**WEEKLY TEACHNG HOURS**	**CREDITS**
THEORETICAL BACKGROUND			3	3
LABORATORY PRACTICE			2	2
TOTAL			5	5
COURSE TYPE Background knowledge, Scientific expertise, General Knowledge, Skills Development	BACKGROUND KNOWLEDGE			
PREREQUISITE COURSES:	NO			
LANGUAGE OF INSTRUCTION &EXAMINATION/ASSESSMENT:	GREEK			
THE COURSE IS OFFERED TO ERASMUS STUDENTS	YES			
COURSE WEBSITE (URL)				

(2) LEARNING OUTCOMES

Learning Outcomes

The course learning outcomes, specific knowledge, skills and competences of an appropriate (certain) level, which students will acquire upon successful completion of the course, are described in detail.
It is necessary to consult:

APPENDIX A

- *Description of the level of learning outcomes for each level of study, in accordance with the European Higher Education Qualifications' Framework.*
- *Descriptive indicators for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and*

APPENDIX B

- *Guidelines for writing Learning Outcomes*

The course is an introduction to information and communication technologies. Students after the successful completion of the course will gain knowledge and skills such as:

- Understanding operation and use of PC and Internet
- Use of word processing software, excel spreadsheets and presentations
- Database Management

General Competences

Taking into consideration the general competences that students/graduates must acquire (as those are described in the Diploma Supplement and are mentioned below), at which of the following does the course attendance aim?

Search for, analysis and synthesis of data and information by the use of appropriate technologies,	*Project planning and management*
Adapting to new situations	*Respect for diversity and multiculturalism*
Decision-making	*Environmental awareness*
Individual/Independent work	*Social, professional and ethical responsibility and sensitivity to gender issues*
Group/Team work	*Critical thinking*
Working in an international environment	*Development of free, creative and inductive thinking*
Working in an interdisciplinary environment	*……*
Introduction of innovative research	*(Other…….citizenship, spiritual freedom, social awareness, altruism etc.)*
	…….

- Search for, analysis and synthesis of data and information
- Decision-making
- Individual/Independent work
- Group/Team work
- Critical thinking
- Development of free, creative and inductive thinking

(3) COURSE CONTENT

- Computers – Structure – Mode - Operating Systems – Archives – Applications (1st Workshop)
- Internet. Mode (2nd Workshop)
- Word processing software (3rd, 4th Workshop)
- Excel spreadsheets and presentations (5th, 6th, 7th Workshop)
- Presentation software (8th, 9th Workshop)
- Databases: Creating, Anatomy and Design Table, Primary Key, Data Introduction and Extraction, Creating a Question in One and / or More Tables, Reporting Integrity Protection, Calculations between columns and lines, Parametric questions, Creating a form, Creating a complex frame, Creating reports (10th, 11th, 12th, 13th Workshop)

(4) TEACHING METHODS-ASSESSMENT

MODES OF DELIVERY **Face-to-face, in-class lecturing, distance teaching and distance learning etc.**	Face-to-face
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY **Use of ICT in teaching, Laboratory Education, Communication with students**	• Powerpoint presentations • Use of PC and software in the Laboratory • Communication via e-mail. • E-class platform
COURSE DESIGN **Description of teaching techniques, practices and methods:** **Lectures, seminars, laboratory**	

Activity/Method	*Semester workload*
Lectures	39
Laboratory practice – Case Study	26

practice, fieldwork, study and analysis of bibliography, tutorials, Internship, Art Workshop, Interactive teaching, Educational visits, projects, Essay writing, Artistic creativity, etc. **The study hours for each learning activity as well as the hours of self-directed study are given following the principles of the ECTS.**	Theory study + Essay writing	60
	Course total (25 hours of workload per credit unit)	***125***
STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS **Detailed description of the evaluation procedures:** **Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice tests, short- answer questions, open-ended questions, problem solving, written work, essay/report, oral exam, presentation, laboratory work, other……etc.** **Specifically, defined evaluation criteria are stated, as well as if and where they are accessible by the students.**	***Evaluation can be done in either Greek or English language. The final grade is the outcome of the following evaluations:*** The evaluation is done in the computer lab at the end of the 9th week and at the end of the 13th week. **Final Grade = 40% of 1st examination grade + 60% of 2nd examination grade**	

(5) SUGGESTED BIBLIOGRAPHY:

-***Suggested bibliography***

- Beekman G., Beekman B., (2014), *Introduction in Informatics*, 10th Edition, Giourdas Publications.
- Xarchakos K., Karolidis D., (2016), *Easily learn Microsoft Office 2016*, 1st Edition, Xarchakou Publications
- *Microsoft Windows 10, Office 2016*, Edited by Skoularikis Fotis, Kleidarithmos Publications, 2016

-***Complementary bibliography***