

COURSE OUTLINE

1. GENERAL INFORMATION

SCHOOL	MARITIME AND INDUSTRIAL STUDIES		
DEPARTMENT	INDUSTRIAL MANAGEMENT AND TECHNOLOGY		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE UNIT CODE	TEΠΛΗ07	SEMESTER OF STUDY	1 st
COURSE TITLE	Computer Science Laboratory		
INDEPENDENT TEACHING ACTIVITIES <i>in case in which credits are awarded for separate components/parts of the course, e.g. in lectures, laboratory exercises, etc. If credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>	WEEKLY TEACHING HOURS	CREDITS	
Lectures, Laboratory Exercises and Project	3	2.5	
<i>Add rows if necessary. The organization of teaching and the teaching methods used are described in detail at section 4.</i>			
COURSE TYPE <i>general background, special background, specialized general knowledge, skills development</i>	General background		
PREREQUISITE COURSES:	None		
LANGUAGE OF INSTRUCTION and EXAMINATION/ASSESSMENT:	Greek		
THE COURSE IS OFFERED TO ERASMUS STUDENTS	No		
COURSE WEBSITE (URL)	https://eclass.unipi.gr/courses/BDT271/		

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 qualifications' cycle, according to the European Higher Education Area's Qualification Framework.
- Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and APPENDIX B
- Guidelines for writing Learning Outcomes

The course aims at introducing common office applications to the students and providing them with the corresponding, basic data analysis and presentation skills, which are required for completing educational/research exercises and assignments at several other courses.

Upon successful completion of the course, the students will be able to:

- Understand and execute numerical, logical and statistical functions,
- Use software capabilities to group, analyze, and visualize data through diagrams/charts and pivot tables, and
- Prepare electronic documents, reports and presentations for their assignments.

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 aims

<i>Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case</i> <i>Adapting to new situations</i> <i>Decision-making</i> <i>Independent work</i> <i>Team work</i> <i>Working in an international environment</i> <i>Working in an interdisciplinary environment</i> <i>Introduction of innovative research</i>	<i>Project planning and management</i> <i>Respect for difference and multiculturalism</i> <i>Environmental awareness</i> <i>Social, professional and ethical responsibility and sensitivity to gender issues</i> <i>Critical consciousness, criticism and self-criticism</i> <i>Development of free, creative and inductive thinking</i>
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- Search for, analysis and synthesis of data and information, by the use of technologies that are necessary according the case
- Adapting to new situations
- Decision-making
- Independent work
- Team work
- Respect for difference and multiculturalism
- Social, professional and ethical responsibility and sensitivity to gender issues
- Development of free, creative and inductive thinking

2. COURSE CONTENT

The students attend laboratory workshops at the Lab. of Production Management Information Systems, in order to familiarize themselves with the employed software and practice with the corresponding tools/functions. In the course of the workshops, students study representative examples/problems, associated with various subjects of their studies, in Microsoft Excel, Word and Powerpoint (or some other office applications suite, such as Open Office). Students participate at the laboratory workshops with a rotating system. The corresponding program is posted on the eclass course website at the beginning of the semester. In addition, solved examples and exercises are posted on the eclass website.

3. TEACHING METHODS - ASSESSMENT

TEACHING MODE <i>Face-to-face, in-class lecturing, on distance teaching and distance learning etc.</i>	Laboratory teaching	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY <i>Use of ICT in Teaching, Laboratory Education, Communication with students</i>	Teaching: Lectures with audiovisual media, support of the learning process through the eclass platform Laboratory Education: Use of open access software for laboratory exercises Communication with students: face-to-face at office hours, email, eclass	
COURSE DESIGN <i>Description of teaching techniques, practices and methods:</i> <i>Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, clinical practice, Art Workshop, Interactive teaching, Educational visits, project, Essay writing, Artistic creativity, etc.</i> <i>The study hours for each learning activity as well as the hours of non- directed study are given according to the principles of the ECTS</i>	Activity / Method	Semester Workload
	Lectures	39
	Laboratory exercises- Project	10
	Self-study of lecture and lab material	12
	Counselling	0.5
	Exams (written)	1
	Course Total	62.5

<p>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS</p> <p><i>Detailed description of the evaluation procedures: Language of evaluation, assessment methods, formative or summative (conclusive), multiple choice questionnaires, short- answer questions, open-ended questions, problem solving, written work, Essay/report, oral exam, public presentation, laboratory work, art interpretation, other.....etc</i></p> <p><i>Evaluation criteria are specifically defined and given as well as if and where they are reported and accessible to students.</i></p>	<p>Language of assessment: Greek</p> <p>Assessment Methods: A pass grade (≥ 5) corresponds to the submission of a final report</p> <p>Disclosure of assessment criteria: The assessment criteria become known during the first course and are clearly stated on the course website and in the e-class.</p>
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4. SUGGESTED BIBLIOGRAPHY

-Laboratory workbook