

COURSE OUTLINE

1. GENERAL INFORMATION

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| SCHOOL | MARITIME AND INDUSTRIAL STUDIES | | |
| DEPARTMENT | INDUSTRIAL MANAGEMENT AND TECHNOLOGY | | |
| LEVEL OF STUDY | UNDERGRADUATE | | |
| COURSE UNIT CODE | ΤΕΠΑΗ07 | 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 |
| Add rows if necessary. The organization of teaching and the teaching methods used are described in detail at section 4. | | | |
| 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 (English in ERASMUS) | | |
| THE COURSE IS OFFERED TO ERASMUS STUDENTS | Yes | | |
| COURSE WEBSITE (URL) | https://eclass.unipi.gr/courses/BDT271/ | | |

2. LEARNING OUTCOMES

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| LEARNING OUTCOMES <i>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:</i> APPENDIX A <ul style="list-style-type: none"> • 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 |
| <p>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.</p> <p>Upon successful completion of the course, the students will be able to:</p> <ul style="list-style-type: none"> • 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 <i>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> |

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| <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> |
| <ul style="list-style-type: none"> • 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

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| 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 |

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| <p>STUDENT PERFORMANCE EVALUATION/ASSESSMENT METHODS</p> <p><i>Detailed description of the evaluation procedures:</i></p> <p><i>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 (English in ERASMUS)</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