SCHOOL	ENVIRONMENT		
ACADEMIC UNIT	FOOD SCIENCE & TECHNOLOGY		
LEVEL OF STUDIES	UNDERGRADUATE		
COURSE CODE	**FST105**	**SEMESTER**	1
COURSE TITLE	**INFORMATICS APPLICATIONS**		

INDEPENDENT TEACHING ACTIVITIES *if credits are awarded for separate components of the course, e.g. lectures, laboratory exercise, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits*	**WEEKLY TEACHING HOURS**	**CREDITS**
Lectures	2	
Lab	2	
Total	4	4
Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).		

COURSE TYPE *General background, special background, specialised general knowledge, skills development*	General background
PREREQUISITE COURSES:	
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek
IS THE COURSE OFFERED TO ERASMUS STUDENTS	Yes, in Greek
COURSE WEBSITE (URL)	

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*

Upon successful completion of the course students will have acquired the necessary knowledge to:

- Create and edit text (MS Word)
- Create and edit spreadsheets (MS Excel)
- Create graphs and perform calculations
- Create graphical presentations using MS-Power Point.
- Use internet (Internet Explorer), e-mail (Outlook Express)
- Search for scientific information on platforms (Google Scholar etc.) and in electronic journals/ scientific journals electronic databases

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

- Adapting to new situations
- Decision-making
- Working independently
- Team work
- Criticism and self-criticism
- Production of free, creative and inductive thinking
- Search for, analysis and synthesis of data and information, with the use of the necessary technology

COURSE CONTENT

Theoretical Part of the Course

Introduction to the use of computers. Digital systems. Technical characteristics of computers. Microprocessors. Microcomputers. Operating systems, windows programs, programs for recording, processing and data management, word processing programs, graphic display programs.

1. Introduction to computers (Basic hardware and software components. Data storage and management. Computer structure. Terminals, workstations and networks. Introduction to the basic types of software).
2. Information Processing (Data input modules, techniques, and applications in real-world problems. Secondary memory modules: disks, floppy disks, CD-ROMs, VDUs, printers, and other output modules. Windows operating system and file storage. Basic file organization) .
3. Data Communication (Introduction to networks. Basic network topologies. Basic concepts of Internet, communication and information search. Use of the Internet and e-mail).
4. Copywriter (Start Word. Create documents. Edit documents. Move and copy text. Work with fonts. Work with paragraphs. Language checking tools. Text layout. Print. Tables. Merge mail. Graphics. Save).
5. Spreadsheets (Start. Create workbooks. Perform basic calculations. Format. Change structure. Print. Work with multiple sheets. Graphs / Pictures).

Laboratory Part of the Course

• Introduction to the MS Windows operating system (Basics and Concepts, File Management, Windows embedded applications, Control Panel, Install - Uninstall Programs, Prints, Security and Virus Management). Text Editing (MS Word), Spreadsheets (MS Excel). Graphic presentations using MS-Power Point. Learning and using the internet

(Internet Explorer), e-mail (Outlook Express), information retrieval (Google, Yahoo, etc.) and international bibliography (electronic journals and scientific electronic databases).

TEACHING and LEARNING METHODS - EVALUATION

DELIVERY *Face-to-face, Distance learning, etc.*	In teaching class
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY *Use of ICT in teaching, laboratory education, communication with students*	Use of Internet
TEACHING METHODS *The manner and methods of teaching are described in detail. 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.* *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*	
STUDENT PERFORMANCE EVALUATION *Description of the evaluation procedure* *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* *Specifically-defined evaluation criteria are given, and if and where they are accessible to students.*	Theoretical part : - Comprehension / short answer questions - Multiple Choice or Right Wrong Questions Laboratory part: - Comprehension / Short Answer Questions - Comparative evaluation of Theory, and laboratory Exercises Gravity factors to extract the final grade are: 40% laboratory grade and 60% theory grade

Activity	*Semester workload*
Lectures	78
Laboratory	26
Total contact hours and training	**104**

ATTACHED BIBLIOGRAPHY

3. Εισαγωγή στην Πληροφορική, Συγγραφείς: Αθ. Τσουροπλής, Κ. Κλημόπουλος, Εκδόσεις Νέων Τεχνολογιών
4. • Χρήση Υπολογιστή, Συγγραφείς: Χρ. Κοίλιας, Στρ. Καλαφούτης, Εκδόσεις Νέων Τεχνολογιών
5. • Exploring Windows, Publisher: Prentice- Hall, Authors: R.T. Grauer and M. Barber
6. • Exploring Microsoft Word, Publisher: Prentice- Hall, Authors: R.T. Grauer and M. Barber
7. • Exploring Microsoft Excel, Publisher: Prentice- Hall, Authors: R.T. Grauer and M. Barber

Performance Statistics of the last 2 years

Grade (descending order)	absolute frequency	relative frequency (%)	Sum of success rates per class (%)
ΕΦΑΡΜΟΓΕΣ ΠΛΗΡΟΦΟΡΙΚΗΣ			
10	62	33%	33%
9	45	24%	57%
8	33	18%	74%
7	32	17%	91%
6	16	9%	100%
	188	100%	