Introduction to Informatics
Course outline

General Information

School	Agricultural Sciences		
Department	Food Science and Nutrition		
Level of Studies	*Undergraduate*		
ΚΩΔΙΚΟΣ ΜΑΘΗΜΑΤΟΣ	**ΒΠ316**	**Semester**	C′
Course title	Introduction to Informatics RESPONSIBLE: I. Giovanoudis		

INDEPENDENT TEACHING ACTIVITIES *σε περίπτωση που οι πιστωτικές μονάδες απονέμονται σε διακριτά μέρη του μαθήματος π.χ. Διαλέξεις, Εργαστηριακές Ασκήσεις κ.λπ. Αν οι πιστωτικές μονάδες απονέμονται ενιαία για το σύνολο του μαθήματος αναγράψτε τις εβδομαδιαίες ώρες διδασκαλίας και το σύνολο των πιστωτικών μονάδων*	**Weekly teaching hours**	**ECTS**
Courses	3	6
Laboratory Exercises	3	

Type of course ***General background, special background, specialization of general knowledge, skill development***	Scientific Area/ Special Background/ Skills Development
PREREQUISITE COURSES:	NO
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	GREEK
THE COURSE IS OFFERED TO ERASMUS STUDENTS	NO
COURSE WEBSITE (URL)	

Learning outcomes

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The purpose of the course is for the students to come into contact and get to know the introductory concepts of the main subjects of computer science. Upon completion of the course, students should be able to know the WINDOWS operating system, word processing programs (eg Microsoft Word), spreadsheet editing (eg Microsoft Excel) and presentation creation (eg Microsoft PowerPoint). Finally, the course aims to provide students with the necessary knowledge for the use of the Internet during their studies and for its subsequent application in the workplace that requires executives with more and more knowledge in the field of informatics, to increase productivity.

Upon completion of the course, students should be able to know:

1. the use of the main components (the parts of the PC), and their interaction in the whole computer system.
2. To be able to use a computer fluently in terms of functionality and in the creation of texts as well as in calculations-statistics and finally in the presentation of tasks and studies.
3. Internet access programs.
4. The Electronic Mail (E-mail).
5. Building Websites in the workplace.

General Skills

Upon completion of the course, students should be able to know:

- *Theoretical thinking and ability to transform theory into practice*
- *Search, analysis and synthesis of data and information, using the necessary technologies*
- *Decision making*
- *Autonomous work*
- *Teamwork*
- *Promotion of free, creative and inductive thinking*
- *Development of lateral and divergent thinking*

COURSE CONTENT

1η week: The parts of the PC (Motherboard, central processor, memories, support chips, expansion buses, input and output ports, storage media, expansion cards).

2η week: Software (Software in general, introduction to operating systems, evolution and structure of the operating system)

3η week: Desktop customization. Create shortcut icons, arrange icons, use a screensaver, customize the START menu.4η week: File and directory management (Search, create, view, sort. move, copy, rename, delete, files and directories).

5η week: Work with hardware and software (Tasks related to installing WINDOWS, or upgrading an older version. Installing and uninstalling software, adding new Plug & Play and non-Plug & Play hardware, configuring storage media, managing printers and network).

6η week: Text editors (Usage, tools, text formatting, tables, images, save, open).

7η week: Spreadsheet editors (Use, tools, functions, charts, save, open).

8η week: Presentation creation programs (Usage, tools, text formatting, images, import animation, save, open).

9η week: Introduction to the Internet, local (LAN) and wide area (WAN) networks, wireless networks, VPN, network equipment, Internet communication protocols, Internet server categories and connection methods.

10η week: browsers.

11η week: e-mail

12η week: Conversational programs (etc. Skype, Zoom, MSTeams).

13η week: Create web pages

TEACHING AND LEARNING METHODS - EVALUATION

TEACHING METHOD.	face-to-face. In the laboratory, after a short presentation by the teacher of the methodology of each subject, the students perform the exercise. In addition, students practice using software.
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES	Use of ICT in Teaching, in Laboratory Education, in Communication with students
TEACHING ORGANIZATION	
STUDENT EVALUATION	The evaluation language is Greek. The final grade of the course is formed by 50% from the theoretical part and 50% from the laboratory courses. The theoretical part exams may include multiple choice questions. The exams of the laboratory part include exercises (50%) and assignments (50%).

Activity	***Semester Workload***
Lectures	39
Practical Exercise	39
study	72
Course Total Effort	**150**

BIBLIOGRAPHY

- Eisagogí stin Pliroforikí. Theoría kai Práxi. EVANS ALAN, KENDALL MARTIN, POATSY MARY ANNE. Ekdóseis: KRITIKI
- • Eisagogí stin Pliroforikí. Ath. Tsouroplís, Kon. Klimópoulos. Ekdóseis: Néon Technologión