COURSE OUTLINE

1. GENERAL

SCHOOL	SOCIAL, POLITICAL AND ECONOMIC STUDIES		
DEPARTMENT	SOCIAL POLICY		
LEVEL OF STUDIES	LEVEL 6		
COURSE CODE	**17**	**SEMESTER**	**2nd**
COURSE TITLE	Computer use in the Social Sciences		

TEACHINGACTIVITIES *If theECTSCreditsaredistributedin distinct partsofthecoursee.g. lectures, labsetc. IftheECTSCreditsareawardedto the wholecourse, thenplease indicate the teaching hours per week and the corresponding ECTS Credits.*	**TEACHINGHOURSPERWEEK**	**ECTSCREDITS**
	3	6
Please, addlinesifnecessary.Teaching methods and organization of the course are described in section 4.		

COURSETYPE *Background, GeneralKnowledge, Scientific Area, Skill Development*	Skillsdevelopment
PREREQUISITES:	
TEACHING & EXAMINATION LANGUAGE:	GREEK
COURSE OFFERED TO ERASMUSSTUDENTS:	YES
COURSEURL:	https://eclass.duth.gr/courses/KOM09109/

2. LEARNING OUTCOMES

Learning Outcomes

Pleasedescribethelearningoutcomesofthecourse: Knowledge, skills and abilitiesacquiredafterthesuccessfulcompletionofthecourse.

The aim of the course is to familiarize the students with the use of the computers, the Internet and the services they offer, so that they can use them for professional and research purposes in the area of Social Sciences. In particular, the course will allow social scientists to effectively use software tools including word processors, presentation programs, spreadsheets, database management systems and Internet services

General Skills

Name the desirable general skills upon successful completion of the module

Search, analysis and synthesis of data and information,
ICT Use
Adaptation to new situations
Decision making
Autonomous work
Teamwork
Working in an international environment
Working in an interdisciplinary environment
Production of new research ideas
Project design and management
Equity and Inclusion
Respect for the natural environment
Sustainability
Demonstration of social, professional and moral responsibility and sensitivity to gender issues
Critical thinking
Promoting free, creative and inductive reasoning

Upon completion of the course, the students will be familiarized with the use of office productivity software tools, data management tools and Internet services.

3. COURSE CONTENT

The course introduces the following tools:

- Office productivity tools: Word, PowerPoint
- Data management tools: Excel, Access

- Internet services: Search engines, browsers, blogs, forums, social networks

In detail:

- Introduction to computers: Learn how to operate a computer: log on, navigate the desktop, open/close software, save/find files and folders, and use various tools and shortcuts.
- Introduction to computer applications for use “at work and at home”. Office (Word, Excel, Access, PowerPoint), including the Windows operating system, plus open source software, social networking and Web2.0 productivity tools for collaborative teamwork.
- Introduction to digital literacy: Introduction to the basics of computer and digital literacy. Includes the use of features of the university’s electronic systems (E-CLASS, E-LEARNING) for effective communication and class participation; managing, storing, retrieving and sharing files in various digital formats; and basic word processing on a computer or MAC.
- Internet communications: Introduction to Internet communications: How and when to use them (safely), including: the World Wide Web, search engines, email, email, chat, chats, blogs, social networking tools, Web2.0, instant messaging/texting, etc.
- Word: Designed for all computer users, this course covers the basics of Word. Topics include page numbers, headings/footnotes, sections, styles, templates, outlines, graphics, Internet documents for Internet/intranet, columns, tables. Assignments include reports, resumes, forms, letters, mailing labels, newsletters, web pages.
- Excel: introduction to spreadsheets using Excel. Includes designing and creating workbooks/worksheets, formatting, graphing, decision making, lists, managing and sharing data.
- Access: an introduction to the Microsoft Access database management system. This application course covers creating and maintaining database tables, creating macros, searching database tables, designing forms, and creating reports.
- PowerPoint: Design, create, modify and deliver effective presentations on screen, in person and remotely on the Web using basic and advanced PowerPoint features. Enhance presentations with graphics, drawing templates, color schemes, animations, diagrams, organizational charts, and speaker notes.
- Artificial Intelligence tools (like ChatGPT): an introduction to using AI tools for data collection. Creating and properly modifying queries for better results.

4. LEARNING & TEACHING METHODS - EVALUATION

<table>
<tr><td>TEACHINGMETHOD
Face to face, Distance learning, etc.</td><td>Facetoface</td></tr>
<tr><td>USEOF INFORMATION&COMMUNICATIONSTECHNOLOGY (ICT)
Use of ICT in Teaching, in Laboratory Education, in Communication with students</td><td>Laboratory training with practice in the topics of the course. Eclass for storing teaching material, for announcements and communication with students. PowerPoint presentations.</td></tr>
<tr><td>TEACHING ORGANIZATION
The ways and methods of teaching are described in detail. Lectures, Seminars, Laboratory Exercise, Field Exercise, Bibliographicresearch& analysis, Tutoring, Internship (Placement), Clinical Exercise, Art Workshop, Interactive learning, Study visits, Study / creation, project, creation, project. Etc.</td><td>
<table>
<tr><th>Activity</th><th>Workload/semester</th></tr>
<tr><td>Laboratoryexercises</td><td>39</td></tr>
<tr><td>Interactive teaching</td><td>61</td></tr>
<tr><td>Independent study and preparation for the</td><td>48</td></tr>
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The supervised and unsupervised workload per activity is indicated here, so that total workload per semester complies to ECTS standards.	exams	
	FinalWrittenExamination	2
	TOTAL COURSE (25 HOURS OF WORKLOAD PER CREDIT UNIT)	**150**
STUDENT EVALUATION *Description of the evaluation process* *Assessment Language, Assessment Methods, Formative or Concluding, Multiple Choice Test, Short Answer Questions, Essay Development Questions, Problem Solving, Written Assignment, Essay / Report, Oral Exam, Presentation in audience, Laboratory Report,Clinical examination of a patient,Artistic interpretation, Other/Others* *Please indicate all relevant information about the course assessment and how students are informed*	The final evaluation shall take into account: 1) Weekly assignments (exercises) uploaded by the students on the eclass 2) Finallaboratoryexercise	

5. SUGGESTED BIBLIOGRAPHY

Tsadiras, A., 2017. Microsoft Windows and Office – Usage and Lab Exercises for Social and Political Scientists step-by-step approach. Zygos.

ANNEX OF THE COURSE OUTLINE

Alternative ways of examining a course in emergency situations

Teacher (full name):	
Contact details:	
Supervisors: (1)	
Evaluation methods: (2)	
Implementation Instructions: (3)	

(1) Please write YES or NO

(2) Notedowntheevaluationmethodsusedbytheteacher, e.g.

- *written assignment*or/andexercises
- writtenororalexaminationwithdistancelearningmethods, provided that the integrity and reliability of the examination are ensured.

(3) In the **Implementation Instructions** section, the teacher notes down clear instructions to the students:

a) in case of **written assignment and / or exercises:** the deadline (e.g. the last week of the semester),the means of submission, the grading system, the grade percentage of the assignment in the final grade and any other necessary information.

b) incaseof**oral examination with distance learning methods:** the instructions for conducting the examination (e.g. in groups of X people), the way of administration of the questions to be answered, the distance learning platforms to be used, the technical means for the implementation of the examination (microphone, camera, word processor, internet connection, communication platform), the hyperlinksfor the examination, the duration of the exam, the gradingsystem, the percentage of the oral exam in the final grade, the ways in which the inviolability and reliability of the exam are ensuredand any other necessary information.

c) incaseof**written examination with distance learning methods**:the way of administration of the questions to be answered, the way of submitting the answers, the duration of the exam, the grading system, the percentage of the written exam of the exam in the final grade, the ways in which the integrity and reliability of the exam are ensured and any other necessary information.

There should be anattached list with the Student Registration Numbersonly of students eligible to participate in the examination.