DEMOCRITUS UNIVERSITY OF THRACE
DEPARTMENT OF PHYSICAL EDUCATION & SPORT SCIENCE

UNDERGRADUATE PROGRAM OF STUDY

COURSE TITLE:

Skills in Information Technology

COURSE CODE:

N081

ECTS CREDITS

2

RESPONSIBLE FOR THE COURSE:

NAME	Antoniou Panagiotis	
POSITION	Associate Professor	
SECTOR	Sports Training Theory and Application	
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CO-INSTRUCTORS		

SEMESTER: 1ST [ ] 2ND [ ] 3RD [ ] 4TH [ ]
5TH [ ] 6TH [√] 7TH [ ] 8TH [√]

COURSE TYPE:
OBLIGATORY [ ]
DIRECTION [ ]
SPECIALIZATION [ ]
PREREQUIZITE FOR SPECIALIZATION [ ]
ELECTIVE (*OPEN*) [X]

HOURS (*per week*):

2

DIRECTION
(only for 3rd & 4th year courses)

SPECIALIZATION (*only for 3rd & 4th year courses*)

LANGUAGE OF TEACHING: GREEK [√]   ENGLISH [ ]

AIM OF THE COURSE *(content and acquired skills)*

Students must be able to work efficienctly with the means of New Technologies, develop abilities and adapt them on to various and different environments as well as on to softwares.
The object of this course relates to the students' skill development in the use of New Technologies as well as in their formation, in such a way that the latter would be able to certify their knowledge and their abilities.

COURSE CONTENTS *(outline – titles of lectures)*

1. Computer use and File Management (Creating folders – Creating, moving and copying files e.t.c.)
2. Computer use and File Management (Adjusting folders' and files' properties e.t.c.)
3. Computer use and File Management (Managing peripheral devices – printouts e.t.c.)
4. Document Managing (Opening and Managing documents e.t.c.)
5. Document Managing (Formatting documents – character format e.t.c.)
6. Document Managing (Headlines, subtitles, mail merge e.t.c.)
7. Document Managing (Inserting objects, images - projects with tables e.t.c.)
8. Communication via internet (use of web browsers e.t.c.)
9. Communication via internet (use of search engines e.t.c.)
10. Communication via internet (Saving sites' index – sites' printouts e.t.c.)
11. Communication via internet (Internet services – E-mail e.t.c.)
12. Communication via internet (Internet services – File Transfer e.t.c.)
13. General revision - Problem solving

TEACHING METHOD *(lectures – labs – practice etc)*

Developing abilities through a vast skill-learning fasma which is necessary for the effective use of various means of today's Information Technology. These skills are developed through course essays.

ASSESSMENT METHOD(-S)

Evaluation at the end of every semester on every unit to certify the level of the skills acquired.

LEARNING OUTCOMES

Upon the completion of this course the student will be able to:
1. They know the structure and understand the functions of computers.
2. They will have developed special skills to use office software.
3. They will be able to work using computers to computing environments for personal development.

LEARNING OUTCOMES - CONTINUED

Learning Outcomes	Educational Activities	Assessment	Students Work Load (hours)
They know the structure and understand the functions of computers	Lectures, demonstrations and commentary of digital material, study at home	Intermediate checks with written tests of cognitive	20

		assessment	
They will have developed special skills to use office software.	Practical exercises, practice and homework, tutorials	Intermediate checks with written tests of cognitive assessment	20
They will be able to work using computers to computing environments for personal development.	Lectures, homework, group work	Intermediate checks with written tests of cognitive assessment	20
		TOTAL	**60**

OBLIGATORY & SUGGESTED BIBLIOGRAPHY:

1. – ΓΚΙΜΠΕΡΙΤΗΣ, Β. (2004). ΔΕΞΙΟΤΗΤΕΣ ΣΤΗΝ ΚΟΙΝΩΝΙΑ ΤΗΣ ΠΛΗΡΟΦΟΡΙΑΣ-ΕΦΑΡΜΟΓΕΣ ΠΛΗΡΟΦΟΡΙΚΗΣ. ΓΚΙΟΥΡΔΑΣ ΕΚΔΟΤΙΚΗ, ΑΘΗΝΑ.
2. – ΚΑΛΑΦΑΤΟΥΔΗΣ, ΣΤΡΑΤΟΣ, ΚΟΙΛΙΑΣ ΧΡΗΣΤΟΣ, ΜΠΑΝΔΗΛΑ ΕΥΑΓ (2004). ΕΙΣΑΓΩΓΗ ΣΤΗΝ ΠΛΗΡΟΦΟΡΙΚΗ ΚΑΙ ΧΡΗΣΗ ΥΠΟΛΟΓΙΣΤΗ. ΝΕΕΣ ΤΕΧΝΟΛΟΓΙΕΣ, ΑΘΗΝΑ
3. – ΔΟΥΡΒΑΣ, Ι. (2006). ΒΑΣΙΚΕΣ ΕΝΝΟΙΕΣ ΤΗΣ ΠΛΗΡΟΦΟΡΙΚΗΣ ΣΤΗΝ ΕΚΠΑΙΔΕΥΣΗ. ΓΚΙΟΥΡΔΑΣ ΕΚΔΟΤΙΚΗ, ΑΘΗΝΑ.