COURSE OUTLINE

1. GENERAL

SCHOOL	APPLIED ECONOMIC AND SOCIAL SCIENCES
ACADEMIC UNIT	AGRIBUSINESS AND SUPPLY CHAIN MANAGEMENT
LEVEL OF STUDIES	*Undergraduate*

COURSE CODE	ICT105	**SEMESTER**	1st

COURSE TITLE	INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGIES

INDEPENDENT TEACHING ACTIVITIES	**WEEKLY TEACHING HOURS**	**CREDITS**
Lectures	2	5
Laboratory exercises	3	

COURSE TYPE	Background
PREREQUISITE COURSES	No
LANGUAGE OF INSTRUCTION and EXAMINATIONS	Greek
IS THE COURSE OFFERED for ERASMUS STUDENTS?	NO
COURSE WEBSITE (URL)	https://oeclass.aua.gr/eclass/courses/330/

2. LEARNING OUTCOMES

Learning Outcomes

The course aims to familiarize students with the introductory concepts of Information and Communication Technologies (ICT), including hardware, software, networks, and the Internet. It analyzes the usefulness of modern ICTs and their applications in various fields of expertise with emphasis on ICT applications in enterprises and production units.

Upon successful completion of the course the student will be able to:
- explain the role of hardware, describe hardware units, main memory, input / output units
- explain the basic principles of data communications and the role of computer networks, describe Internet infrastructures and Internet services
- describe the types of Systems Software, the types of Operating Systems and their main operations, and software applications in enterprises
- describe the types of threats of information systems and apply protection measures to information systems
- process complex documents using text-editing software so they can respond to the creation of high-quality documents
- process spreadsheets using spreadsheet software to solve simple or complex problems involving financial data
- create presentations using presentation software

General Competences
- Adapting to new situations
- Decision-making
- Working independently

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3. SYLLABUS

The theoretical part of the course covers the following topics:
1. Introduction to Information and Communication Technologies (ICT) and its applications
2. Main hardware units
3. Peripheral memories, input/output units
4. Data. Data representation. Data structures. Data files. Data Bases.
5. Software. Main concepts. System Software. Operating systems.
6. Introduction to Data Communications
7. Introduction to Computer Networks
8. Internet infrastructures and applications
9. Graphics, media and multimedia
10. Applications of ICTs in enterprises
11. Advanced ICTs and their applications in enterprises
12. Security of Information Systems
13. Ethical and social issues. Epilogue.

The laboratory part of the course covers the following topics:
- Familiarization with the computer and peripheral units
- Using an operating system
- Learning how to edit documents
- Learning how to process spreadsheets
- Learning how to create electronic presentations

A combination of teaching and learning methods will be used, aiming at the active participation of the students and the practical application of the thematic units under examination; there will also be lectures using audiovisual media, as well as projections of relevant videos. Furthermore, articles, audiovisual lecture materials, web links/addresses, useful information, case studies and exercises for further practice are posted in digital form on the AUA Open e-Class platform.

4. TEACHING and LEARNING METHODS - EVALUATION

DELIVERY	Face -to-face
USE OF INFORMATION and COMMUNICATIONS TECHNOLOGY	• Support of the learning process through the University's AUA Open eClass platform (integrated e-Course Management System) • Support of lectures using presentation software • Use of audiovisual material • Use of web applications **Communication with students**: face-to-face at office hours, email, eclass platform
TEACHING METHODS	<table><tr><td>*Activity*</td><td>*Workload*</td></tr><tr><td>Lectures (direct)</td><td>39</td></tr><tr><td>Laboratory Practice</td><td>26</td></tr><tr><td>Essay Writing</td><td>0</td></tr><tr><td>Autonomous study</td><td>36</td></tr><tr><td>Advisory Support</td><td>0,5</td></tr><tr><td>Examination</td><td>2</td></tr><tr><td>Laboratory Examination</td><td>2</td></tr><tr><td>*Total* *(About 25 hours of study per ECTS)*</td><td>**105,5**</td></tr></table>
STUDENT PERFORMANCE EVALUATION	The evaluation process is in the language that the course is taught (Greek or English) and consists of: Compulsory written final examination at the end of the semester (weighting factor **70**% at least) which may includes: • Multiple choice questionnaires • Open-ended questions • Problem solving • Oral examination **Evaluation criteria:** correctness, completeness, clarity **Special learning dificulties:** Students with **special learning difficulties** in writing and reading (as they are certified and characterized by a competent body) are examined based on the procedure provided by the Department. **Specifically-Defined Criteria:** The evaluation criteria are made known during the first lesson and are clearly stated on the course website and the AUA Open e-class platform. The answers to the exam questions are posted on the AUA Open e-Class platform after the exam. The students are allowed to see their exam paper after its grading (during the announced office hours) and receive explanations about the grade they received.

1. ATTACHED BIBLIOGRAPHY

Bibliography (in Greek):

- Εισαγωγή στην πληροφορική, Evans Alan, Martin Kendall, Poatsy Mary Anne (Συγγρ.) - Σταματίου Γιάννης (Επιμ.), ΕΚΔΟΣΕΙΣ ΚΡΙΤΙΚΗ ΑΕ
- Υλικό, Λογισμικό και Επικοινωνίες Υπολογιστών - 4η Έκδοση, Ιωάννης Βογιατζής, Ήρα Αντωνοπούλου, ΕΚΔΟΣΕΙΣ ΝΕΩΝ ΤΕΧΝΟΛΟΓΙΩΝ ΙΚΕ
- ΕΙΣΑΓΩΓΗ ΣΤΟΥΣ ΥΠΟΛΟΓΙΣΤΕΣ ΚΑΙ ΤΗΝ ΠΛΗΡΟΦΟΡΙΚΗ, ΓΑΡΜΠΗΣ ΑΡΙΣΤΟΓΙΑΝΝΗΣ, ΦΩΤΙΑΔΗΣ ΔΗΜΗΤΡΗΣ, ΔΕΜΕΡΝΤΖΗΣ ΠΑΝΤΕΛΗΣ
- Βασικές Αρχές και Τεχνολογίες στην Επιστήμη της Πληροφόρησης, https://repository.kallipos.gr/handle/11419/6447
- Εισαγωγή στην επιστήμη των υπολογιστών & επικοινωνιών, https://repository.kallipos.gr/handle/11419/4582