COURSE OUTLINE

(1) GENERAL

SCHOOL	SCHOOL OF EDUCATION		
ACADEMIC UNIT	DEPARTMENT OF PRIMARY EDUCATION		
LEVEL OF STUDIES	UNDERGRADUATE		
COURSE CODE	**DEE113**	**SEMESTER**	A' (AUTUMN) B' (SPRING)
COURSE TITLE	DIGITAL LITERACY[1]		

INDEPENDENT TEACHING ACTIVITIES *if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, 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	6	3
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*	Background knowledge
PREREQUISITE COURSES:	
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	GREEK
IS THE COURSE OFFERED TO ERASMUS STUDENTS	NO
COURSE WEBSITE (URL)	-

(2) 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*

Teaching-Learning Objectives

The main objectives of the course are the students to:

- understand the multiple ways in which information science affects our lives and how it can affect teaching and learning
- use of digital technology as a teaching tool
- use of office automation software, World Wide Web Search Engines, e-mail, and web applications
- write and configure a scientific paper with figures, tables, citations, references and

[1] The course "Digital Literacy" will be declared only by first year students. In order to meet the needs of all students, the course will be selected by students with even ID. during the winter semester and by students with unnecessary A.M. during the spring semester

mathematical equations in a word processor.

- use a spreadsheet to solve simple mathematical problems that require arithmetic operations, complex mathematical and financial problems
- use presentations as tools in teaching practice
- use shared documents to develop collaborative online learning activities
- safely use the World Wide Web to find information and scientific literature.

Expected Learning Outcomes

The course "Digital Literacy" aims to provide introductory theoretical and practical knowledge in information science, and to equip students with knowledge and skills they can use in the following years in their studies as well as after their graduation.

Upon successful completion of the course, descriptive indicator 6 of the European Qualifications Framework, students should be able to:

At the level of knowledge and skills

Text editing

- format a document (outlines, number of words, footnotes, page change, etc.)
- format a text based on specific font characteristics (size, color, type, etc.)
- modify the formatting of paragraphs and align them in a document
- use the spelling - grammar tool effectively in the documents they create
- use the tool of find and replace characters (words) in a document
- format and edit the header and footer in a document
- insert symbols and hyperlinks into a document
- adjust the page layout of a document (margins, orientation and paper size)
- set the print settings for a document
- format bulleted or numbered lists in a document
- use the document preview and print a document
- insert and edit tables in a document
- insert and edit images in a document
- insert mathematical equations into a document
- create simple shapes in a document using the drawing tool.

Spreadsheets

- enter data and modify the contents of spreadsheet's cells
- create and modify simple spreadsheets
- specify the address of a cell in the worksheet
- select specific cells
- distinguish data types (numeric, alphanumeric data, dates, etc.)
- format the cells based on specific features (font, background color, borders)
- use simple and complex calculations
- use relevant and absolute cell references in calculations in order to solve problems
- understand the importance of spreadsheet functions
- use simple spreadsheet functions (e.g., SUM, AVERAGE, MAX, MIN, IF, etc.) to solve problems
- apply filters to a table
- create simple graphs (histogram, pie, etc.), using data from a spreadsheet
- collaborate and use their knowledge and skills to carry out team activity
- use the spreadsheet effectively to solve problems and implement research projects

• create an electronic questionnaire.

Presentations

• create and format a text according to given characteristics
• change the print parameters of a presentation based on specific criteria (preview, format, presentation section, audience notes)
• describe the basic features of data encoding (character, image, sound)
• define the display and effects parameters of a presentation
• insert links to resources on the World Wide Web
• introduce multimedia material
• link slides in different ways (links, buttons).

Introduction to the World Wide Web

• basic concepts of the World Wide Web
• internet technologies
• asynchronous and synchronous communication

Cloud applications

• improved internet skills
• creation of texts using collaborative tools
• description of the basic features of data encoding (character, image)
• knowledge of the different features of word processing through collaborative tools
• knowledge of the relevant tasks assigned to them.

<u>At the skill level</u>

• better organization of their daily work, both in the University and at a personal level, using ICT
• development of the relevant tasks assigned to them
• comparison of the features and capabilities of office automation in order to implement them in educational practice
• ability to make presentations using PowerPoint for the public.

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
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Others…
…….

The general competences that the student should have acquired and to which the course is aimed are:

• search and critically analyze data and information, using the suitable technologies
• adopt to new situations
• work independently
• Teamwork
• Creativity
• self-criticism and creative thinking

(3) SYLLABUS

Text editing

i. Basic functions of the word processing application
ii. Document Formatting
iii. Paintings
iv. Import and Editing of Images
v. Mathematical Equations.

Spreadsheets

i. Basic functions of the application
ii. Document Formatting
iii. Data entry and formatting
iv. Functions
v. Sorting and filtering data
vi. Graphs.

Power Point Presentations

i. Basic Functions and Presentation Applications Environment
ii. Design-Formatting Presentations
iii. Multimedia
iv. Presentation video

Introduction to the World Wide Web

i. Browsers
ii. Search for information on the internet
iii. Asynchronous communication, gmail@uoi.gr

Google Drive-google docs

i. Cloud Services
ii. Collaborative documents.

(4) TEACHING and LEARNING METHODS - EVALUATION

DELIVERY *Face-to-face, Distance learning, etc.*	Face to Face, Distance learning
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY *Use of ICT in teaching, laboratory education, communication with students*	➢ Use of Information and Communication Technologies in teaching ➢ Support of the learning process by using software tools for File Editing, Editing of Spreadsheets and creation of Electronic Presentations ➢ Electronic communication with students via e-mail
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.*	

Activity	***Semester workload***
Lectures	15
Written assignment	25
Individual tasks	15
Individual study, preparation	25

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		
	Course total	**80**
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.*	The course is followed by a formative assessment which includes two sections: • Written evaluation • Individual / Group Tasks The written assessment aims to examine the students' knowledge of the taught material and to capture the degree of its assimilation. During the course, students will be invited to develop individual / group assignments. The final assessment of the students will be a weighted sum of the two parts of their assessment with weights of 60% for the written examination and 40% for the individual / group assignments. – Evaluation Language: Greek	

(5) ATTACHED BIBLIOGRAPHY

A. BASIC MANUALS (by Eudoxus)
The contents of the courses (lectures, language / communication activities, PPT presentations), the teaching material / notes are considered as the teaching and examination material of the course.
B. ADDITIONAL BIBLIOGRAPHY
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