



UNIVERSITY OF PIRAEUS

FACULTY/SCHOOL	School of Economics, Business and International Studies										
DEPARTMENT	Department of Economics										
LEVEL OF STUDY	Undergraduate										
COURSE UNIT CODE	ΟΚΠΑΗ03	SEMESTER	3								
COURSE TITLE	INFORMATICS I										
WEEKLY TEACHNG HOURS	4	CREDITS (ECTS)	6								
COURSE TYPE	OPTIONAL										
PREREQUISITE COURSES											
INSTRUCTION LANGUAGE	GREEK / ENGLISH for ERASMUS students	ASSESSMENT LANGUAGE	GREEK / ENGLISH for ERASMUS students								
OPEN TO ERASMUS	Yes										
LEARNING OUTCOMES	<p>Upon completion of the course students should have acquired:</p> <ul style="list-style-type: none"> • Basic skills of using Microsoft Office Word, Excel and Poweppoint applications • basic knowledge and skills of creating and formatting an economic report as a scientific publication • Basic knowledge and skills to solve simple economic and financial problems by using spreadsheets • Basic knowledge and skills of creating presentations from the results of economic and financial studies 										
GENERAL COMPETENCES	<ul style="list-style-type: none"> • Solving elementary economic problems by using spreadsheets • Development, formatting and presenting of scientific reports/publications 										
COURSE CONTENT	<p>The course achieves the learning objectives by offering five exercises that students must complete as follows:</p> <ul style="list-style-type: none"> • Exercise 1. Formatting the content of an economic/financial study having the form of a standard scientific report / publication by using Microsoft Word <p>Exercise 2. Analyze annual sales data and develop a forecasting model by using Microsoft Excel</p> <p>Exercise 3. Evaluating the efficiency of salesman and performing the related data analysis by using Microsoft Excel</p> <p>Exercise 4. Performing store inventory control by using Microsoft Excel</p> <ul style="list-style-type: none"> • Exercise 5. Create and format a presentation in Microsoft Powerpoint, based on the results of an economic/financial study 										
USE OF ICT IN TEACHING											
COURSE DESIGN		<table border="1"> <thead> <tr> <th>Activity/Method</th> <th>Semester workload</th> </tr> </thead> <tbody> <tr> <td>Work in computer labs under guidance and supervision of individual students - Use of office automation computer applications</td> <td>36 hours</td> </tr> <tr> <td>Classroom lectures</td> <td>12 hours</td> </tr> <tr> <td>Total</td> <td>48 hours</td> </tr> </tbody> </table>	Activity/Method	Semester workload	Work in computer labs under guidance and supervision of individual students - Use of office automation computer applications	36 hours	Classroom lectures	12 hours	Total	48 hours	
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Work in computer labs under guidance and supervision of individual students - Use of office automation computer applications	36 hours										
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COURSE ASSESSMENT	<ol style="list-style-type: none"> 1. Evaluation of the five assignments 2. At the end of the course, participation in a written exam which will be in the form of multiple choice questions on the functionality and capabilities of the software used to prepare the assignments 3. Especially for ERASMUS students, the material of the exercises and the examination is offered in English language 										
SUGGESTED BIBLIOGRAPHY	<p>Introduction to the Information Management Systems, McKinney Earl, Kroenke David, ISBN: 9789963274055 – Code in Eudoxus: 68373074</p> <p>Notes, handouts and Internet references</p>										