

COURSE OUTLINE: INFORMATICS II

(1) GENERAL

SCHOOL	School of Economic Sciences		
ACADEMIC UNIT	Department of Accounting and Finance		
LEVEL OF STUDIES	Undergraduate		
COURSE CODE	AF204	SEMESTER	2 ST
COURSE TITLE	Informatics II		
INDEPENDENT TEACHING ACTIVITIES <i>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</i>		WEEKLY TEACHING HOURS	CREDITS
Lectures and exercises		3	5
TOTAL		3	5
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>	General background		
PREREQUISITE COURSES:	None		
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	Yes		
COURSE WEBSITE (URL)	https://eclass.uowm.gr/courses/ACCFIN116/		

(2) LEARNING OUTCOMES

<p>Learning outcomes <i>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.</i></p> <p>Consult Appendix A</p> <ul style="list-style-type: none"> • 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 		
<p>Upon successful completion of the course, the student will acquire knowledge and skills, enabling him to:</p> <ul style="list-style-type: none"> • Familiarize himself with the basics of Microsoft Excel • Able to create complex tasks through this program using simple and complex functions., sheet/book joins, charts, filters, subtotals, pivot tables and scripts. 		
<p>General Competences <i>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?</i></p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> 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 </td> <td style="vertical-align: top; width: 50%;"> 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 Others... </td> </tr> </table>	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 Others...
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The "Informatics II" course aims to familiarize students with software packages that are widely used in the field of Business Administration. The material of this course has been selected so that the student has the ability to carry out complex tasks through the Microsoft Excel program.

The comprehensive theoretical and laboratory training of students in very specific knowledge and skills, through extensive use of IT technologies.

The student with the comprehensive theoretical training and acquisition of specific knowledge and skills is expected to be able to:

- Evaluate investments
- Successfully progress in the preparation of financial analyzes and estimates.
- Manage investment programs
- Design and develops financial services and products.
- Successfully conduct financial monitoring.

(3) SYLLABUS

Curriculum:

1. Definition of Excel
2. Presentation and use of functions
3. Calculations and function results
4. Mathematical Functions, logical, statistical, financial, text functions, date and time functions, reference search functions, database functions, information functions
5. Create and edit graphs
6. Sheet and book connections
7. Summary tables
8. Scripts
9. Filters (simple and complex) as well as some sums. Cost minimization.

(4) TEACHING and LEARNING METHODS - EVALUATION

<p style="text-align: center;">DELIVERY</p> <p><i>Face-to-face, Distance learning, etc.</i></p>	Face-to-face and distance learning	
<p style="text-align: center;">USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY</p> <p><i>Use of ICT in teaching, laboratory education, communication with students</i></p>	Use of the electronic platform e-class	
<p style="text-align: center;">TEACHING METHODS</p> <p><i>The manner and methods of teaching are described in detail.</i></p> <p><i>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.</i></p> <p><i>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</i></p>	Activity	Semester workload
	lectures	27
	exercises	27
	written assignment	42
	Independent study	54
	Course total	150
<p style="text-align: center;">STUDENT PERFORMANCE EVALUATION</p> <p><i>Description of the evaluation procedure</i></p> <p><i>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</i></p> <p><i>Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i></p>	<p>Final written exams (100%)</p> <p>Language of examination: Greek</p>	

(5) SUGGESTED BIBLIOGRAPHY

<ol style="list-style-type: none"> 1. Thinking in FIN tech, Dimitrios Zisopoulos 2. DIGITAL OFFICE, Agenda 21, Dimitrios Zisopoulos
