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| **EPARTMENT** | DEPARTMENT OF INTERNATIONAL, EUROPEAN AND AREA STUDIES |
| **LEVEL OF STUDY** | UNDERGRADUATE PROGRAMME |
| **UNIT CODE** | 120473     **TERM**   **3rd** |
| **UNIT TITLE** | ELEMENTS OF COMPUTERS 1 (WORD PROCESSING ) |

| **TEACHING HOURS/ECTS** | **TEACHING HOURS** | **ECTS** |
|---|---|---|
| | 3 | 0 |

| | |
|---|---|
| **PREREQUISITES** | NONE |
| **TEACHING AND EXAMS LANGUAGE** | Laboratory teaching and examinations |
| **IS THE UNIT OFFERED TO ERASMUS STUDENTS** | NO |
| **UNIT'S URL** | |

| **INTENDED LEARNING OUTCOMES** |
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**INTENDED LEARNING OUTCOMES**

Practical experience unsing computers.

| **GENERAL SKILLS** |
|---|
| Computer literacy |

| **UNIT CONTENT** |
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| Exercises under the guidance of the instructor |

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| **TEACHING METHOD** | The unit will take the form of exeercises in the laboratory |
| **USE OF ELECTRONIC RESOURCES AND COMMUNICATION** | • YES |
| **COURSE WORKLOAD OUTLINE** | |

| Activity | Hours | |
|---|---|---|
| *In class exercises* | 39 | |
| *Unguided practice* | 30 hrs. | |
| *Total* | *60 hrs.* | |

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| **UNIT ASSESSMENT** | Examination in the laboratory |

| **SUGGESTED READING** |
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NONE