

EPARTMENT	DEPARTMENT OF INTERNATIONAL, EUROPEAN AND AREA STUDIES		
LEVEL OF STUDY	UNDERGRADUATE PROGRAMME		
UNIT CODE	120474	TERM	4th
UNIT TITLE	ELEMENTS OF COMPUTERS 2 (SPREADSHEETS)		
TEACHING HOURS/ECTS	TEACHING HOURS	ECTS	
	3	6	
PREREQUISITES	ELEMENTS OF COMPUTERS 1		
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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GENERAL SKILLS
Computer literacy
UNIT CONTENT
Exercises under the guidance of the instructor

TEACHING METHOD	The unit will take the form of exercises in the laboratory		
USE OF ELECTRONIC RESOURCES AND COMMUNICATION	<ul style="list-style-type: none"> • YES 		
COURSE WORKLOAD OUTLINE	<i>Activity</i>	<i>Hours</i>	
	<i>In class exercises</i>	39	
	<i>Unguided practice</i>	30 hrs.	
	<i>Total</i>	60 hrs.	
UNIT ASSESSMENT	Examination in the laboratory		
SUGGESTED READING			

NONE