7.

Course Title	e-Office				
Course code	COMP209				
Course type	Theoretical and practical				
Level	Diploma				
Year / Semester	2nd Year / 3rd Semester				
Teacher's name	Sophia Pratzioti				
ECTS	10	Lectures/ week	3	Laboratory / week	3
Course Purpose and Objectives	The purpose of the course "e-Office" is to equip students with professional skills, training them towards becoming digitally literate within an office environment. This course covers the most important topics of digital processes encountered in the modern working environment, including **the use of the Internet** (e-mail, teleconferencing, cloud computing etc.) and **electronic information management**. This course, in conjunction with the skills developed in other courses (see for example "Technological Applications to Financial Office Administration"), aims towards the development of digital literacy and functional skills on part of the students, enabling them to claim important jobs.				
Learning outcomes	Upon the completion of the course, students are expected to: **Knowledge:** • **Become familiar** with computer operating systems and software. • **Understand** the basic concepts of web browsing • **Recognise** good online safety and security practices • **Recognise** good practices in cloud computing and how it facilitates collaboration • **Understand** the basic concepts of online and mobile collaboration **Skills:** • **Manage** tools that support online collaboration, such as productivity apps, social media, calendars, meetings, and learning environments • Be able to **send** and **receive** emails				

	Competences: • **Design** and manage collaborative activities / tasks using services such as cloud computing and mobile technology • **Demonstrate** proper use of online information, including the ability to actively search for information; • **Evaluate** available information • **Engage** in constant search for information about their work		
Prerequisites		**Required**	
Course Content	**I: Online essentials** Web browsing concepts • Key concepts • Security and safety Web browsing • Using the web browser • Tools and settings • Bookmarks • Web outputs Web-based information • Search • Critical evaluation • Copyright, data protection Communication concepts • Online communities • Communication tools • E-mail concepts Using e-mail • Sending e-mail • Uploading attachments • Receiving e-mail • Downloading attachements • Tools and settings • Organising emails • Using calendars • Introducing files and folders		

	II: On-line Collaboration
	
	Collaboration concepts
	
	• Key concepts
	• Cloud computing
	Preparation for online collaboration
	
	• Common setup features
	• Setup
	Using online collaborative tools
	
	    • Online storage and productivity
	    • Applications
	    • Online calendars
	    • Social media
	    • Online meetings
	    • Online learning environments
	Mobile collaboration
	
	    • Key concepts
	    • Using mobile devices
	    • Applications
	    • Synchronisation

Teaching Methodology	The course includes lectures combined with practical exercises in the computer lab, guided discussions with the active participation of students, individual and group exercises and the use of various supervisory tools that serve the teaching of the course.
Bibliography	**Greek Bibliography** • Χρήστος, Χ. (2018). Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL : *The complete teaching coursebook/Using databases, Presentation & Project planning*. EduCYBER CC Co Ltd. ISBN: 9789925746620 • Χρήστος, Χ. (2018). *Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL : The complete teaching coursebook/Computer essentials & Online essentials.* EduCYBER CC Co Ltd. ISBN: 9789925746606 **English Bibliography** • Χρήστος, Χ. (2018). Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL : *The complete teaching coursebook/Using databases, Presentation & Project planning*. EduCYBER CC Co Ltd. ISBN: 9789925746620 • Χρήστος, Χ. (2018). *Το ολοκληρωμένο βιβλίο διδασκαλίας ECDL : The complete teaching coursebook/Computer essentials & Online essentials.* EduCYBER CC Co Ltd. ISBN: 9789925746606

	Webpages • https://www.ecdl.com.mt/
Assessment	• Attendance and participation: 10% • Written intermediary projects demonstrating internet skills and information management 20% • Practical exercises 20% • Final Practical Examination 50%
Language	Greek or English