INFORMATION ABOUT THE MODULE

1. **MODULE TITLE:**   **Information & Communication Technology Skills for Research**
2. **MODULE CODE:**   S1
3. **MAIN LECTURER:**   **Papastergiou Marina**   e-mail: mpapas@pe.uth.gr
4. **OTHER LECTURERS:**
5. **TEACHING MODE:**   Three two-hour class sessions
6. **MODULE ID:**   Module of the 1st semester

   Module keywords: Information and Communication Technologies (ICT), multimedia presentations, presentation software, spreadsheets, charts, online bibliographic databases

7. AIM OF THE MODULE:

This module aims to develop/advance students' Information and Communication Technologies (ICT) skills with regard to presenting research, charting research data and searching for scientific research literature in online bibliographic sources

8. LEARNING OUTCOMES:

At the end of this module students should be able to:

- create effective multimedia presentations using presentation software

- enter data to a spreadsheet and create various types of charts

- efficiently search for scientific bibliography online

9. TEACHING METHOD:
Presentations, computer laboratory practice

10. TIMETABLE & PLANNING:

Session	Method	Topic
1	Presentation & Computer Laboratory Practice	Creating presentations using MS PowerPoint
2	Presentation & Computer Laboratory Practice	Creating charts using MS Excel
3	Presentation & Computer Laboratory Practice	Performing online bibliographic searches

11. STUDENT EVALUATION:
- ICT mini-project (100%)

12. SUGGESTED HANDBOOKS
1. Cox, J., Lambert, J., & Frye, C. (2010). *Microsoft Office Professional 2010 Step by Step*. Microsoft Corporation.
2. Habraken, J. (2010). *Microsoft Office 2010 in depth*. Que Publishing

UNIVERSITY OF THESSALY
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MSc "PSYCHOLOGY OF PHYSICAL EDUCATION AND

INFORMATION ABOUT THE MODULE

OUTLINE

Session 1

Title	Content	Key-words
Creating presentations using MS PowerPoint	Creating a new presentation. Slide layouts and themes. Formatting slide text. Managing slides. Formatting slides. Adding multimedia elements (graphics, audio, video). Adding transitions and animation effects. Presenting to an audience. Guidelines for creating effective presentations.	presentation, multimedia
Readings	• Cox, J., Lambert, J., & Frye, C. (2010). *Microsoft Office Professional 2010 Stepby Step*. Microsoft Corporation. • Habraken, J. (2010). *Microsoft Office 2010 in depth*. Que Publishing.	

Session 2

Title	Content	Key-words
Creating charts using MS Excel	Entering data into a worksheet. Selecting a chart type (e.g. pie chart, histogram). Creating a chart. Chart layouts and styles. Modifying the data charted. Explanation and customization of the various chart elements (e.g. data series, data labels, axes, legends, walls, titles). Formatting a chart.	spreadsheet, chart
Readings	• Cox, J., Lambert, J., & Frye, C. (2010). *Microsoft Office Professional 2010 Stepby Step*. Microsoft Corporation. • Habraken, J. (2010). *Microsoft Office 2010 in depth*. Que Publishing.	

Session 3

Title	Content	Key-words
Performing online bibliographic searches	Utilizing: a) University of Thessaly Library (UTH-Lib) online catalogue (OPAC), b) EBSCO's A-to-Z journal list, c) online bibliographic databases (EBSCOhost, Scopus, Citation Indexes) accessible through UTH-Lib, d) PubMed, e) Google Scholar, and f) Directory of Open Access Journals (DOAJ).	online library catalogues, journal lists, online bibliographic databases, scholarly search engines, open access journals
Readings	• EBSCOhost Tutorials: http://support.ebsco.com/ • SCOPUS Tutorials: http://help.scopus.com/ • Web of Science Training Materials: http://wokinfo.com/training_support/training/web-of-knowledge/ • PubMed QuickStart Guide: http://www.ncbi.nlm.nih.gov/pubmed/ • Google Scholar Help: http://scholar.google.com/intl/en/scholar/help.html • DOAJ Frequently Asked Questions: http://www.doaj.org/	