

## COURSE OUTLINE

### 1. GENERAL

SCHOOL	School of Sciences		
DEPARTMENT	Department of Informatics		
LEVEL OF STUDIES	Undergraduate		
COURSE CODE	107ΓΥΥΚ	SEMESTER	1st
COURSE TITLE	Digital and Soft Skills		
TEACHING ACTIVITIES If the ECTS Credits are distributed in distinct parts of the course e.g. lectures, labs etc. If the ECTS Credits are awarded to the whole course, then please indicate the teaching hours per week and the corresponding ECTS Credits.		TEACHING HOURS PER WEEK	ECTS CREDITS
Lectures		2	2
Exercises		1	
COURSE TYPE Background, General Knowledge, Scientific Area, Skill Development	Skills Development		
PREREQUISITES	-		
TEACHING & EXAMINATION LANGUAGE:	Greek		
COURSE OFFERED TO ERASMUS STUDENTS:	NO		
COURSE URL:	TBA		

### 2. LEARNING OUTCOME

<b>Learning Outcomes</b> Please describe the learning outcomes of the course: Knowledge, skills and abilities acquired after the successful completion of the course.
<p>Upon successful completion of the course, participants are expected to be able to:</p> <ul style="list-style-type: none"> <li>• Recognise the concept and importance of soft skills in professional and personal life.</li> <li>• Develop effective communication skills, including verbal and non-verbal communication and active listening.</li> <li>• Collaborate effectively in teams, understanding team dynamics, roles, and conflict resolution strategies.</li> <li>• Apply leadership and management principles, making decisions and utilising tools such as SWOT analysis.</li> <li>• Manage their time effectively, set priorities, plan and avoid procrastination.</li> <li>• Solve problems and develop critical thinking.</li> <li>• Recognise and manage their emotions, developing self-awareness and empathy.</li> <li>• Create and present content effectively, using appropriate presentation techniques and stage presence.</li> <li>• Develop networking strategies and build professional relationships.</li> <li>• Apply negotiation skills and persuasion techniques.</li> <li>• Recognise and manage stress.</li> <li>• Demonstrate adaptability and flexibility in dealing with change.</li> <li>• Self-assess and be assessed by others in relation to developing skills</li> </ul>

## General Skills

Name the desirable general skills upon successful completion of the module

Search, analysis and synthesis of data and information,

ICT Use, Adaptation to new situations,

Decision making,

Autonomous work,

Teamwork,

Working in an international environment,

Working in an interdisciplinary environment, Production of new research ideas

Project design and management

Equity and Inclusion

Respect for the natural environment

Sustainability

Demonstration of social, professional and moral responsibility and sensitivity to gender issues

Critical thinking

Promoting free, creative and inductive reasoning

- Problem solving
- Critical thinking
- Teamwork and cooperation
- Communication (verbal and non-verbal)
- Information management and presentation
- Decision-making
- Stress management
- Adaptability and flexibility
- Self-awareness and emotion management
- Interpersonal skills (networking, negotiation)

## 3. COURSE CONTENT

The course 'Digital and Soft Skills' focuses on developing digital and soft skills that are important for both professional and personal life. Each week covers a different set of skills related to the contemporary mosaic of skills for cultivating attitudes, presentation skills in the digital and physical world, communication channels for collaboration, professional readiness, and personal and professional situation or crisis management. Topic areas include communication skills, teamwork, leadership, time management, problem solving, emotional intelligence, empathy, presentation skills, networking, negotiation skills, stress management, adaptability, and flexibility. Teaching and learning activities consist of a theoretical framework and practical exercises, including presentations, discussions, group activities, role-playing, case studies, exercises, and simulations, combining theory and practical application for skills development. The course concludes with a review and evaluation of the lessons and skills. The following thematic areas are covered:

- Introduction to Soft Skills
- Communication Skills
- Teamwork and Collaboration
- Leadership and Management
- Time Management and Self-Regulation
- Problem Solving and Critical Thinking
- Emotional Intelligence
- Presentation Skills
- Networking and Public Relations
- Negotiation Skills
- Stress Management
- Adaptability and Flexibility

Additional topics:

- Research report - Stages of Academic writing/Argumentative essay writing/Curriculum Vitae

#### 4. LEARNING & TEACHING METHODS - EVALUATION

<b>TEACHING METHOD</b> Face to face, Distance learning, etc.	Face to face										
<b>USE OF INFORMATION &amp; COMMUNICATIONS TECHNOLOGY (ICT)</b> Use of ICT in Teaching, in Laboratory Education, in Communication with students	Use of ICT in Teaching Use of ICT in Communication with students										
<b>TEACHING ORGANIZATION</b> The ways and methods of teaching are described in detail. Lectures, Seminars, Laboratory Exercise, Field Exercise, Bibliographic research& analysis, Tutoring, Internship (Placement), Clinical Exercise, Art Workshop, Interactive learning, Study visits, Study / creation, project, creation, project. Etc.  The supervised and unsupervised workload per activity is indicated here, so that total workload per semester complies to ECTS standards	<table border="1"> <thead> <tr> <th>Activity</th><th>Workload/semester</th></tr> </thead> <tbody> <tr> <td>Lectures</td><td>26</td></tr> <tr> <td>Laboratory Exercise</td><td>13</td></tr> <tr> <td>Project/creation</td><td>11</td></tr> <tr> <td>Total</td><td>50</td></tr> </tbody> </table>	Activity	Workload/semester	Lectures	26	Laboratory Exercise	13	Project/creation	11	Total	50
Activity	Workload/semester										
Lectures	26										
Laboratory Exercise	13										
Project/creation	11										
Total	50										
<b>STUDENT EVALUATION</b> Description of the evaluation process  Assessment Language, Assessment Methods, Formative or Concluding, Multiple Choice Test, Short Answer Questions, Essay Development Questions, Problem Solving, Written Assignment, Essay / Report, Oral Exam, Presentation to audience, Laboratory Report, Clinical examination of a patient, Artistic interpretation, Other/Others  Please indicate all relevant information about the course assessment and how students are informed	<b>Student evaluation languages</b> Greek  <b>Method (Formative or Concluding)</b> Formative and Concluding  <b>Student evaluation methods</b> Group work and Presentation to an audience Written Report  <b>Rate</b> 50% 50%										

#### 5. Suggested Bibliography

##### Eudoxus

[ΚΟΙΝΩΝΙΚΕΣ/ΕΠΙΚΟΙΝΩΝΙΑΚΕΣ ΚΑΙ ΨΗΦΙΑΚΕΣ ΔΕΞΙΟΤΗΤΕΣ ΣΤΗΝ ΕΚΠΑΙΔΕΥΣΗ ΚΑΙ ΣΤΗΝ ΕΡΓΑΣΙΑ ΤΟΝ 21ο ΑΙΩΝΑ](#)

**Book [122074449]: Social/Communicative and Digital Skills in Education and Workplace** (Edition: 1<sup>st</sup>/2023)

Authors: ΕΥΑΓΓΕΛΙΑ ΚΡΑΣΑΔΑΚΗ, ΣΩΤΗΡΙΑ Α. ΤΡΙΑΝΤΑΡΗ, ΚΩΝΣΤΑΝΤΙΝΟΣ ΖΟΠΟΥΝΙΔΗΣ

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[Ήπιες δεξιότητες και μετασχηματισμοί της εργασίας](#)

**Book [133033045]: Soft Skills and Transformation in the Workplace** (Edition: 1/2025)

Authors: Επιστ. επιμ.: Μ. Σπυριδάκης, Χ. Καρακιουλάφη, Μ. Χριστοδούλου, Μ. Δρακάκη

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