

DRAFTING OF TECHNICAL TEXT

1. GENERAL

SCHOOL OF	ENGINEERING		
DEPARTMENT OF	INFORMATICS AND COMPUTER ENGINEERING		
LEVEL OF EDUCATION	UNDERGRADUATE		
COURSE CODE	ICE-4007	SEMESTER OF STUDIES	4 ^o
COURSE TITLE	TECHNICAL WRITING		
INDEPENDENT TEACHING ACTIVITIES <i>in case the credits are awarded in separate parts of the course e.g. Lectures, Laboratory Exercises, etc. If the credits are awarded uniformly for the whole course, indicate the weekly teaching hours and the total number of credits.</i>		WEEKLY HOURS OF TEACHING	ECTS CREDITS
Lectures		2	
Add rows if needed. The teaching organization and teaching - methods used are described in detail in 4.		2	2
COURSE TYPE <i>Background, General Knowledge, Scientific Area, Skills Development</i>	Background (General Background) Skill Development		
PREREQUISITE COURSES:	None		
LANGUAGE OF TEACHING AND EXAMS :	Greek and English		
ERASMUS STUDENTS	Yes (English)		
ONLINE COURSE (URL) (if available)			

2. LEARNING OUTCOMES

Learning outcomes <i>The learning outcomes of the course are described, the specific knowledge, skills and abilities of an appropriate level that students will acquire after the successful completion of the course.</i> <i>Refer to Appendix A.</i> • Description of the Level of Learning Outcomes for each course according to the Qualifications Framework of the European Higher Education Area • Descriptive Indicators Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Annex B • Summary Guide for writing Learning Outcomes	
Upon successful completion of the course, the student will: • Knows the categories of technical texts in computer science and their particularities. • Writes simple and complex technical texts, depending on the specifications of each case, using the appropriate tools. • Cites the bibliographic sources correctly, depending on the type of each text. • Knows copyright issues, how to properly cite previous work, and how to avoid plagiarism. • Presents his ideas clearly understandable and adapted to the audience. • Apply all of the above in his thesis.	
General Abilities <i>Taking into account the general skills that the graduate must have acquired (as they are listed in the Diploma Supplement and are listed below), which of them is intended for the course ?.</i>	
<i>Search, analysis and synthesis of data and information, using the necessary technologies</i> <i>Adaptation to new situations</i> <i>Decision making</i> <i>Autonomous work</i> <i>Teamwork</i> <i>Working in an international environment</i> <i>Work in an interdisciplinary environment</i> <i>Production of new research ideas</i>	<i>Project design and management</i> <i>Respect for diversity and multiculturalism</i> <i>Respect for the natural environment</i> <i>Demonstration of social, professional and moral responsibility and sensitivity in gender issues</i> <i>Exercise criticism and self-criticism</i> <i>Promoting free, creative and inductive thinking</i>

- Search, analysis and synthesis of data and information, using the necessary technologies
- Decision making
- Autonomous work
- Demonstration of social, professional and ethical responsibility and sensitivity to gender issues
- Exercise criticism and self-criticism
- Promotion of free, creative and inductive thinking

3. COURSE CONTENT

Course Outline

Objective : is the familiarization of students with the different kinds of technical papers, familiarization with the language being used in technical papers and the learning of writing techniques, communication and documentation.

The topics covered by the course are divided into 13 basic sections that include :

1. BIO: Biographical Note Remarks on its composition. Ways
2. MOP: Text processing (formatting, page sizes, spacing, creating Gantt Charts, creating index). Rules about the production of printed material (Rules of typography, pagination, etc.).
3. CC: Creative Commons for digital material, copyrighting issues
4. BIBLIO: Types of scientific/ research paper structure (organization and content) Bibliography – Report system, use of citations, APA(7th ed. 2020), Mendeley (Harvard Format), Vancouver, Rules, Types, Use
5. WORDS: Organization and writing of thesis – Rules, Words, etc.
6. OROI: Conditions that must be avoided
Design of shapes (e.g FritZing) and creation of eps files. Writing of scientific paper, Cross Reference, Writing of mathematical equations
7. PRESS: Writing of press release executive summary – Rules of fact sheet writing – Content, structure, size
8. PPT: Oral presentations – Text structure, rules, Movie maker
9. RESEARCH: Writing research proposals. Reference forms to use Organization and Document design
10. EDIT: Editor; Author etc. Collaborative writing of texts Electronic lexicography, Dictionaries, translation to/from another language, graphs (units – representation). Creation of technical diagrams using VISIO.
11. PUB: Creation of electronic form (e-pub) Driver
12. SOC: Social Media Rules, Linkedin; Research gate
13. TURNIT: Use of turnit IN.

4. TEACHING AND LEARNING METHODS - EVALUATION

METHOD OF DELIVERY <i>Face to face, Distance education etc.</i>	In class face to face	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES <i>Use of ICT in Teaching, in Laboratory Education, in Communication with students</i>	• Post course material (notes, lecture slides, exercises, etc.) on the e-learning platform (e-class). • Use of email and announcements on the e-learning platform to communicate with students.	
TEACHING ORGANIZATION <i>The way and methods of teaching are described in detail. Lectures, Seminars, Laboratory Exercise, Field Exercise, Bibliography study & analysis,</i>	Activity	Semester Workload
	Lectures	26
	Tasks	15

<i>Tutoring, Internship (Placement), Clinical Exercise, Art Workshop, Interactive teaching, Study visits, Study work, artwork, creation. λπ.</i> <i>The student study hours for each learning activity are indicated as well as the non-guided study hours so that the total workload at the semester level corresponds to the ECTS standards.</i>	Independent Study	9
	Total Course Load (25 hours per credit)	50
STUDENT EVALUATION <i>Description of the evaluation process</i> <i>Assessment Language, Assessment Methods, Formative or Concluding, Multiple Choice Test, Short Answer Questions, Essay Development Questions, Problem Solving, Written Assignment, Report / Report, Oral Examination, Public Presentation, Public Presentation, Others</i> <i>Explicitly defined assessment criteria are stated and if and where they are accessible to students.</i>	The evaluation of the course is done exclusively through assignments that cover the course material.	

5. RECOMMENDED-BIBLIOGRAPHY

- Suggested Bibliography:

Z.Γ. Αγιουτάντης και Σ.Π. Μερτίκας, “Ένας Πρακτικός Οδηγός για τη Συγγραφή Τεχνικών Κειμένων”, Εκδ. Ίων, 2003.

- Additional Bibliography

1. Donald E. Knuth, Tracy Larrabee, and Paul M. Roberts, “Mathematical Writing”, MAA Notes #14, The Mathematical Association of America, 1989.
2. Nicholas Higham, “Handbook of Writing for the Mathematical Sciences”, SIAM, 1993.
3. Justin Zobel, “Writing for Computer Science”, 3d ed., Springer, 2014.
4. The Chicago Manual of Style Online (16th edition).