

Course Title	Computer Applications				
Course Code	COMP109				
Course Type	Compulsory				
Level	Higher Diploma				
Year / Semester	1 st Year/1 st Semester				
Teacher's Name	Sophia Pratzioti				
ECTS	6	Lectures / week	3	Laboratories / week	None
Course Purpose and Objectives	This is an introductory course to basic computer operations, with the aim to encourage learners to develop lifelong skills for efficient use of Information and Communication Technologies (ICT).				
Learning Outcomes	<p>Upon successful completion of this course, students are expected to:</p> <ul style="list-style-type: none"> • Understand key concepts relating to ICT, computers, devices and software. • Be able to work effectively on the computer; therefore demonstrate skills using computers as a tool to produce, research, retrieve, and save information. • Know about the main concepts of file management and be able to efficiently organize files and folders. • Understand key storage concepts and use utility software to compress and extract large files. • Understand and be able to use applications and generally the Information and Communication Technology (ICT) to solve problems. • Develop awareness of the ways ICT can help in home, learning and work environments. • Be able to use effectively word processing software, such as Microsoft Word, to create, prepare/produce and modify a basic document to match the purpose and target audience. • Be able to use spreadsheet software, such as Microsoft Excel to create and modify workbooks. • Be able to use arithmetic operations or numeric functions to perform calculations within a database. 				

	<ul style="list-style-type: none"> • Be able to use suitable software tools to sort data appropriately in a spreadsheet or database. • Be able to use suitable software tools, such as Microsoft PowerPoint to create presentation slides and reports to display data appropriate to purpose and audience along with to meet the needs of the audience. • Familiarize with web browser software, such as Google Chrome, Mozilla Firefox, and Internet Explorer to search, retrieve and save information from the web. • Be able to use the web browser and manage browser settings, bookmarks, web outputs. • Be able to use search effectively for online information and critically evaluate web content. • Understand concepts of online communities, communications and e-mail. • Be able to send, receive e-mails and manage e-mail settings. • Be able to organise and search e-mails and use calendars. 		
Prerequisites	None	Co-requisites	None
Course Content	<p>Themes to be discussed:</p> <ul style="list-style-type: none"> • <u>Computer Essentials</u> <ul style="list-style-type: none"> ○ Computers and Devices <ul style="list-style-type: none"> ▪ Hardware and Software ▪ Start Up, Shut Down ○ Using Desktop, Icons, and Windows ○ File Management <ul style="list-style-type: none"> ▪ Introducing Files and Folders ▪ Organising Files and Folders ▪ Storage and Compression • <u>Word Processing Software (using Microsoft Word)</u> <ul style="list-style-type: none"> ○ Using the Application ○ Working with Documents ○ Document Creation <ul style="list-style-type: none"> ▪ Enter, Select and Edit Text ▪ Copy or move text within or between documents ○ Create, save, retrieve, edit and print documents. ○ Text and Paragraph Formatting 		

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Use the bold, underline, centre and right justification. ○ Page Layout and Page Setup <ul style="list-style-type: none"> ▪ Set margins, line spacing, tabs, and page numbers. ○ Use search & replace, spell check and thesaurus. • <u>Spreadsheets Software (using Microsoft Excel)</u> <ul style="list-style-type: none"> ○ Using the Application ○ Working with Spreadsheets <ul style="list-style-type: none"> ▪ Create, save, retrieve, edit and print worksheets. ○ Managing Worksheets and Cells ○ Formulas and Functions <ul style="list-style-type: none"> ▪ Create mathematical and logical formulas using standard spreadsheet functions. ▪ Use good practice in formula creation and recognize error values in formulas. ▪ Relative Vs Absolute Cell References ○ Formatting Numbers/Dates, Contents, Alignment, and Border Effects ○ Worksheets and Page Setup ○ Create and Edit Charts • <u>Presentation Software (using Microsoft PowerPoint)</u> <ul style="list-style-type: none"> ○ Using the Application ○ Working with Presentations ○ Developing a Presentation <ul style="list-style-type: none"> ▪ Using slides and master slides ○ Handling and Formatting Text and Tables ○ Using Charts and Organisation Charts ○ Insert and Manipulate Graphical Objects • <u>Online Essentials</u> <ul style="list-style-type: none"> ○ Understand web browsing and online security concepts. ○ Use the web browser and manage browser settings, bookmarks, web outputs. ○ Search effectively for online information and critically evaluate web content. ○ Understand concepts of online communities, communications and e-mail. ○ Send, receive e-mails and manage e-mail settings. ○ Organise and search e-mails and use calendars.
Teaching Methodology	Course topics are presented by a variety of teaching approaches including lectures and computer lab exercises.
Bibliography	<p>Compulsory Reading</p> <ul style="list-style-type: none"> • Christou, Christos (2018), The complete teaching coursebook/Computer essentials & Online essentials, Vol. 1, EduCYBER CC Co Ltd, ISBN: 9789925746606.

	<p>Additional Reading</p> <ul style="list-style-type: none"> • Christou, Christos (2018), The complete teaching coursebook/Word processing & Spreadsheets, Vol.2, EduCYBER CC Co Ltd,ISBN: 9789925746613. • Christou, Christos (2018),The complete teaching coursebook/Using databases,Presentation & Project planning,Vol.3,EduCYBER CC Co Ltd,ISBN: 9789925746620. • White, Ron (2014), How Computers Work: The Evolution of Technology,Que Publishing,10th,ISBN: 978-0789749840. • Ullman, Ellen (2012), Close to the machine: Technophilia and its discontents, Picador,ISBN: 9781250002488. • Shelly, Gary B. (2011) Microsoft publisher 2010: Complete, Course Technology,ISBN: 9780538746434. • ILT Series (2011) Word 2010 : Basic: Student Manual,(e-book), Axzo Press, Academic Collection (EBSCOhost) • Harvey, Greg (2010) Excel 2010 All-in-One For Dummies,(e-book) Hoboken, NJ: For Dummies, Academic Collection (EBSCOhost) • ILT Series (2010), PowerPoint 2010: Basic,(e-book), Axzo Press, Academic Collection (EBSCOhost) • Tremblay, Don (2011) Access 2010: Basic,(e-book), Axzo Press., Academic Collection (EBSCOhost) <p>Lecture Handouts</p>
Assessment	<ul style="list-style-type: none"> ▪ Class participation 10% ▪ Assignments/Tests 20% ▪ Mid-term exam 20% ▪ Final exam 50%
Language	English