

Course unit title:	Computer Application Packages		
Course unit code:	ACSC103		
Type of course unit:	Compulsory		
Level of course unit:	Bachelor (1st Cycle)		
Year of study:	1		
Semester when the unit is delivered:	Any (Fall/Spring)		
Number of ECTS credits allocated :	5		
Name of lecturer(s):	Michalis Skoullou, Christos Markides		
Learning outcomes of the course unit:	<ol style="list-style-type: none"> <li>1. Describe the main elements of a computer system including peripheral and networking devices and be able to use them in order to organise, share and transfer files using a stand alone system or in a networked environment.</li> <li>2. Organise information using a word processor to formulate professionally presented high-quality electronic documents based on the features provided by the word processing software.</li> <li>3. Synthesize information using electronic spreadsheets in order to perform data analysis using calculated fields and functions, presented in the form of tables and/or graphs.</li> <li>4. Communicate through emails and send electronic documents in plain or compressed form, as attachments, using the appropriate technology.</li> <li>5. Research material using the Internet and the World Wide Web to effectively find information using available online search engines, thus evaluating online information having in mind security considerations.</li> </ol>		
Mode of delivery:	Face-to-Face		
Prerequisites:	None	Co-requisites:	None
Recommended optional program components:	None		
Course contents:	<ul style="list-style-type: none"> <li>• <b>Introduction to Information Technology:</b> Explain the basic concepts and terms related to computer / information technology. Explain hardware and software concepts, data processing cycle, viruses and how they can be addressed, ergonomic rules and conditions of health and safety when working with computers.</li> <li>• <b>Windows Operating System:</b> Become familiar with the computer environment, and desktop issues. Explain and apply computer files management as well as print management.</li> <li>• <b>Word Processor:</b> Introduction to Word Processor (Microsoft Word). How to use the application (open/close the application, create new and save a document, use help functions). How to adjust the settings of the application. Implement the main operations of the application such as insert, select, and edit data, as well as duplicate, move, delete, search and replace text. Explain and apply formatting issues and specifically text, paragraph and document formatting. Explain and apply tables, pictures, images, and charts management.</li> <li>• <b>Spreadsheets:</b> Introduction to Spreadsheets (Microsoft Excel). How to use the application (open/close the application, create new and save a spreadsheet, use help functions). How to adjust the settings of the application. Implement the main operations of the application related to the cells, such as insert data; select cells; manage rows and columns; edit, duplicate, move, delete, search, replace, and sort data. Explain and apply how to handle worksheets (i.e. worksheets setup), how to use formulas and functions (arithmetic formulas, cell referencing, and functions). Explain and apply formatting issues (numbers, dates, contents, alignment and borders), charts and graphs development and printing issues.</li> </ul>		

	<ul style="list-style-type: none"> <li>• <b>Presentation:</b> Introduction to Microsoft PowerPoint. How to use the application (open/close the application, create new and save a PowerPoint presentation, use help functions). How to adjust the settings of the application. Implement the main operations of the application such as insert new slide, slide design,</li> <li>• <b>Internet (Information)/E-mail (Communication):</b> Explain the basic concepts and terms related to the Internet, security considerations, and learn how to adjust settings. Apply the main steps to web: browsing (assessing, using favourites, and organizing web pages), and navigation (use a search engine). Explain the basic concepts and terms related to the Electronic mail, security considerations, and learn how to adjust settings. Apply the main steps to Messaging (read, reply, and send a message; duplicate, move, and delete email text), as well as mail management (using address book, organizing messages, and printing).</li> </ul>
Recommended and/or required reading:	
Textbooks:	Steve Johnson (2013). <i>Microsoft Office 2013 On Demand</i> , Que Publishing, 2013
References:	<ol style="list-style-type: none"> <li>1. Murray K., <i>Microsoft Office Professional 2013 Plain &amp; Simple</i>, 1st Edition, Microsoft Press, 2013.</li> <li>2. Melton B., Dodge M., Swinford E., Couch A., <i>Microsoft Office Professional 2013 Step by Step</i>, Microsoft Press, 2013.</li> </ol>
Planned learning activities and teaching methods:	The taught part of course is delivered to the students by means of lectures, conducted with the help of computer presentations. Lecture notes and presentations are available through the e-learning platform and the web for students to use in combination with the textbooks. Lectures are supplemented with extensive laboratory work. During laboratory sessions, students are able to practice the material delivered during the lectures and experience the various features of software application packages.
Assessment methods and criteria:	<ul style="list-style-type: none"> <li>• Assignments 30%</li> <li>• Tests: 60%</li> <li>• Laboratory Work: 10%</li> </ul>
Language of instruction:	English
Work placement(s):	No