

ELC115 COMPUTER APPLICATION PACKAGES

Course Title	COMPUTER APPLICATION PACKAGES				
Course Code	ELC115				
Course Type	ELECTIVE				
Level	BA				
Year / Semester					
Teacher's Name	Mr Michalis Skoullou				
ECTS	6	Lectures / week	2	Laboratories / week	1
Course Purpose and Objectives	<p>The course enables students to demonstrate their competence in computer skills. The course is designed specifically for those who wish to gain foundations of knowledge in computing using the most up to date software applications such as Microsoft Word, Microsoft Excel, and Microsoft PowerPoint) and use of internet and email. Finally the course will enable them to develop their IT skills and enhance their career prospects.</p>				
Learning Outcomes	<ul style="list-style-type: none"> • Demonstrate the usefulness of information / computer technology and its importance in problem solving and decision making in our work environment. • Recognize and distinguish between hardware and software issues. • Identify the components that constitute a computer system both in terms of hardware and software, their relationships and their use • Demonstrate the ability to use computers through modern operating systems, in particular, file management, use and operate in networked environments and employing appropriately peripherals. • Apply the use the Word Processor, Spreadsheets, PowerPoint, and the Internet/Email. • Appraise the impact of computers and Internet and develop the ability to use the Internet, navigate through the World Wide Web, and make effective use of the email. 				
Prerequisites	None	Required	None		
Course Content	<ul style="list-style-type: none"> • Introduction to Computer / Information Technology 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 • Windows Operating System • Spreadsheets 				

	<ul style="list-style-type: none"> • Presentation • Internet (Information)/E-mail (Communication)
Teaching Methodology	<ul style="list-style-type: none"> • The course is structured around lectures and tutorials on computer lab exercises
Bibliography	<p>Textbook: Joe Habraken, Microsoft Office 2019 Inside Out, Pearson Education, Inc., 2019.</p> <p>References:</p> <ol style="list-style-type: none"> 1. Joan Lambert, Microsoft Office 2019 Step by Step, 1st Edition, Microsoft Press, 2019. 2. Gerardus Blokdyk, Microsoft Office 2019: The Ultimate Step-By-Step Guide, CreateSpace Independent Publishing Platform, 2018.
Assessment	<p>The Students are assessed via continuous assessment throughout the duration of the Semester, which forms the Coursework grade and the Final Project. The coursework and the final project grades are weighted 50% and 50%, respectively, and compose the final grade of the course. Various approaches are used for the continuous assessment of the students, such as mid-term test, class participation and laboratory work, group project design, implementation and presentation. The assessment weight, date and time of each type of continuous assessment is being set at the beginning of the semester via the course outline.</p> <p>Project 1 & 2 concern work in some of the themes mentioned above in the course contents. The students will have to work individually in order to produce their work and then present it to the rest of the class.</p> <p>The active participation in class and in the activities that the course may suggest is also taken into consideration.</p> <p>Final Project is again individual and the students are assessed for their ability to link the theoretical knowledge with the practical execution. In this case we are dealing with a radio programme production.</p> <p>Project 1 & 2: 50%</p> <p>Final Project 50%</p> <p>Students are assessed on the following:</p> <p>Knowledge and understanding - 30%</p> <p>In – depth knowledge and understanding towards the relevant topics of interest.</p> <p>Research and Analytical Skills - 40%</p> <p>Competence in research methods and ability of evaluating the results. The possibility of using them in different ways.</p> <p>Presentation and Communication - 30%</p> <p>Able to explain and defend the solutions given by them in a way to transmit the knowledge achieved beforehand.</p>

Language	Greek
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