ACSC103 - Computer Application Packages

Course Title	Computer Application Packages				
Course Code	ACSC103				
Course Type	Compulsory				
Level	Bachelor (1st Cycle)				
Year / Semester	2				
Teacher's Name	Mr Michalis Skoullos				
ECTS	6	Lectures / week	2	Laboratories / week	1
Course Purpose	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.				
Learning Outcomes	• 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		Co-requisites	None	
Course Content	1. 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.				

	2. Windows Operating System Become familiar with the computer environment, and desktop issues. Explain and apply computer files management as well as print management. **3. Word Processor – Microsoft Word** 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. Inserting table of contents **4. Spreadsheets – Microsoft Excel** 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, call referencing, and functions). Explain and apply formatting issues (numbers, dates, contents, alignment and borders), charts and graphs development and printing issues. **5. Presentation - Microsoft PowerPoint** 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, manage slide designs and layouts, apply animations and transitions, insert and manipulate graphics. **6. Internet (Information)/E-mail (Communication)** 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).
Teaching Methodology	The course is structured around lectures and tutorials on computer lab exercises

Bibliography	Textbooks
	1. Joe Habraken, *Microsoft Office 2019 Inside Out*, Pearson Education, Inc., 2019.
	References:
	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	Computer lab exercises-assignments: 100%
Language	English