UNIVERSITY of NICOSIA

Course Syllabus

Course Code	Course Title	ECTS Credits
COMP-101	Digital Literacy	6
Prerequisites	**Department**	**Semester**
None	Computer Science	Fall, Spring
Type of Course	**Field**	**Language of Instruction**
Elective	Computer Electives	English / Greek
Level of Course	**Lecturer(s)**	**Year of Study**
1st Cycle	Dr Vasso Stylianou	1st
Mode of Delivery	**Work Placement**	**Corequisites**
Face-to-face	N/A	None

Course Objectives:

The main objectives of the course are to:

- Develop proficiency in using contemporary software applications for productivity, collaboration, and communication.
- Understand the principles of data analysis and visualization.
- Gain awareness of cybersecurity best practices.
- Enhance skills in evaluating and utilizing digital information sources.
- Explore emerging technologies, including generative AI and large language models (LLMs).

Learning Outcomes:

By the end of this course, students will be able to:

1. Use contemporary software applications to create and manage documents, spreadsheets, and presentations.
2. Analyze and visualize data.
3. Identify and apply cybersecurity best practices to protect personal and organizational data.
4. Evaluate the credibility of digital information sources and identify bias and misinformation.
5. Explain the principles and applications of generative AI and large language models (LLMs).

Course Content:

1. **Introduction to Digital Literacy and Ethics**
   - Definition and significance of digital literacy in the modern world.
   - Overview of essential digital skills (e.g., navigating operating systems, basic troubleshooting).

- Ethical considerations in the use of digital tools and data.

2. **Word Processing**
   - Advanced formatting and editing techniques.
   - Collaboration features and version control.
   - Creating and managing templates.
   - References and Table of Content.
3. **Presentation Design**
   - Design principles for effective presentations.
   - Integrating multimedia and interactive elements.
   - Using templates and themes.
   - Collaboration and sharing features.
4. **Spreadsheets**
   - Data entry, formulas, and functions.
   - Data visualization techniques.
   - Basic data analysis and built-in tools to summarize and interpret data.
   - Collaboration and sharing features.
   - Current trends in spreadsheet software.
5. **Digital Collaboration and Project Management**
   - Features and best practices for remote collaboration (e.g., Microsoft Teams, Slack).
   - Tools and techniques for managing digital projects.
   - Agile and other project management methodologies.
   - Case studies and real-world applications.
6. **Cybersecurity Fundamentals**
   - Understanding common cybersecurity threats (e.g., phishing, malware).
   - Best practices for personal and organizational security.
   - Identifying and mitigating vulnerabilities.
   - Current trends in cybersecurity.
7. **Social Media and Online Presence**
   - Leveraging social media for professional development.
   - Building and maintaining a professional online presence.
   - Best practices for effective communication on social media.
   - Managing privacy and security on social media platforms.
   - Current trends in social media and online presence.
8. **Information Literacy**
   - Criteria for evaluating the credibility of online information.
   - Identifying bias and misinformation.
   - Effective online research strategies.
   - Using academic databases and citation management tools.
   - Current trends in information literacy.
9. **Artificial Intelligence (AI)**
   - Introduction to AI and Machine Learning.
   - Overview of generative AI technologies and Large Language Models (LLMs).

- Applications and ethical considerations of LLMs.
- Hands-on activities with AI tools and platforms.
- Current trends in AI.

Learning Activities and Teaching Methods:

Lectures, demonstrations, hands-on experience in the form of lab activities and homework assignments

Assessment Methods:

Quizzes and exams, practical assignments and projects, participation in class discussions and group activities, peer reviews and reflective essays.

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Digital Citizenship Toolkit	Editor: Michelle Schwartz	Ryerson University		Copyright © Edited by is licensed under a Creative Commons Attribution 4.0 International License; https://pressbooks.library.torontomu.ca/digcit/
Technology in Action, 18th ed.	Evans A., Martin K., Poatsy M.A.	Pearson	2024	
Computing Essentials 2025	O'Leary T., O'Leary L., O'Leary D.	McGraw Hill	2025	9781265700171
Exploring Microsoft 365, Introductory 2021	Series editor Poatsy, M.A.	Pearson	2023	9780137693795