University of Nicosia

Course Syllabus

Course Code	Course Title	ECTS Credits
COMP-150	Microcomputer Applications	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:
- Introduce students to the digital world by considering fundamental computer hardware and the most popular microcomputer applications.
- Explain systems and applications software.
- Introduce and practice file management, data storage and security principles.
- Consider basic operating system features (using the Windows environment).
- Give students hands-on experience on popular application software packages, which may include word processing, electronic spreadsheets, database management, presentation graphics, statistical applications and other.
- Explore the Internet and the World Wide Web (WWW) using browser software for exploration and searching.
- Introduce e-mail, newsgroups, multimedia, and other Internet services and resources.
- Introduce computer-assisted and distance learning; the university's environment.

Learning Outcomes:

After completion of the course students are expected to be able to:
1. Understand computer hardware fundamentals.
2. Understand and use computer terminology.
3. Understand and practice file management principles.
4. Describe the differences between applications software and system software.

5. Become proficient in the use of the windows environment.
6. Create word processing documents and understand word processing fundamentals.
7. Use an electronic spreadsheet to solve relevant problems. Prepare graphs to present important facts.
8. Create simple databases and apply queries to search for a range of data.
9. Use presentations graphics software to prepare attractive presentations.
10. Be able to access the World Wide Web using browser software to navigate, search, and explore the Web. Some exposure to e-mail, newsgroups, multimedia, and other Internet services and resources.
11. Create simple web pages.
12. Understand computer-assisted and distance learning and be able to access on-line material.

Course Content:

1. Brief introduction to computers: an overview, components (hardware, software, peopleware, data, procedures) and characteristics.
2. Systems vs. Applications software and categories.
3. Operating systems. Disk and file management. Other operations. (Using WINDOWS)
4. Word processing. Document manipulation including: formatting, editing, printing, referencing, reviewing, etc. (Using Microsoft Word for Windows or other software package)
5. Electronic spreadsheet. Electronic spreadsheet manipulation including: using formulas and functions, block operations, formatting, creating graphs, etc. (Using Microsoft Excel for Windows or other software package)
6. Database Management. Novice skills on database creation, data update, queries, etc. (Using Microsoft Access or other software package)
7. Presentation Graphics. Prepare an attractive presentation: Content and audience concerns, presentation layout, templates, objects, sound and animation, etc. (Using Microsoft PowerPoint or other software package).
8. The World Wide Web. Use a browser to explore, search, and navigate the Internet. Search engines, databases, university libraries, useful resources.
9. Internet services and resources such as e-mail, newsgroups, multimedia, and other.
10. Simple Web page development using an appropriate software tool.
11. Computer-assisted and distance learning.

Learning Activities and Teaching Methods:

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

Assessment Methods:

Unit Exams, Final Exam, Coursework

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Exploring Microsoft Office 2016 Volume 1	Poatsy, Mulbery, Krebs, Hogan, Cameron, Davidson, Lau, Lawson, Williams & Grauer	Pearson	2017	9780134511818

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Microsoft Office 2016: In Practice	Nordell, Stewart, Easton, Graves	McGraw Hill	2017	9780078020322
Office 2013 for Dummies	Wang, Wallace	Wiley (ProQuest ebrary)	2014	9781118497159