UNIVERSITY OF NICOSIA
ΠΑΝΕΠΙΣΤΗΜΙΟ ΛΕΥΚΩΣΙΑΣ

Course Code	**Course Title**	**ECTS Credits**
COMP-150N	Microcomputer Applications	2
Prerequisites	**Department**	**Semester**
None	Computer Science	Fall, Spring
Type of Course	**Field**	**Language of Instruction**
Required	Computer Science	English
Level of Course	**Lecturer(s)**	**Year of Study**
1st Cycle	Ms Vasso Stylianou	1st
Mode of Delivery	**Work Placement**	**Co-requisites**
Face-to-face	N/A	None

Objectives of the Course:

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.

Learning Outcomes:

After completion of the course students are expected to be able to:

- Understand basic computer hardware fundamentals.
- Understand and practice file management principles.
- Become proficient in the use of the windows environment.
- Create word processing documents and understand word processing fundamentals.
- Use an electronic spreadsheet to solve relevant problems. Prepare graphs to present important facts.
- Use presentations graphics software to prepare attractive presentations.

Course Contents:

1. Brief introduction to computers: an overview, components (hardware, software, peopleware, data, procedures) and characteristics.
2. Operating systems. Disk and file management. Other operations. (Using WINDOWS)
3. Word processing. Document manipulation including: formatting, editing, printing, referencing, reviewing, etc. (Using Microsoft Word for Windows or other software package)
4. 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)

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).

Learning Activities and Teaching Methods:

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

Assessment Methods:

Laboratory Practical Sessions, Tests, Final Examination

Required Textbooks / Reading:

Title	Author(s)	Publisher	Year	ISBN
Exploring Microsoft Office 2010, Vol. 1	R.T. Grauer et al.	Prentice Hall	2011	978-0-13-612232-6