



Course Syllabus

Course Code	Course Title	ECTS Credits
COMP-210DL	Computer Fundamentals and Applications	10
Prerequisites	Department	Semester
None	Computer Science	Fall
Type of Course	Field	Language of Instruction
Compulsory	Computer Literacy	English
Level of Course	Lecturer(s)	Year of Study
1 st Cycle	Dr. Vasso Stylianou	2 nd
Mode of Delivery	Work Placement	Corequisites
Distance Learning	N/A	None

Course Objectives:

This course introduces students to computers and information processing. Computer literacy topics include the examination of information technology, current trends in the use of computers and the impact of computers on the society. Emphasis is placed on the capabilities of computer systems and their applications in different areas of human activity. The course provides a foundation of knowledge and skills that students will find useful for their academic and professional development.

The main objectives of the course are to:

- Introduce computer information systems
- Examine computer hardware and software; current developments and future trends
- Introduce data communications
- Discuss data protection, security, ethical practices and responsibilities
- Introduce computer applications in different areas of specialization and practice
- Provide a solid foundation about skills that students must develop to effectively use computerized tools for different tasks

Learning Outcomes:

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

- Exhibit computer literacy relating to the basics of information technology
- Demonstrate basic to moderate computer skills in relation to specific end-user applications
- Apply their computer knowledge and skills to different areas of practice

Course Content:**Part I: An Introduction to Computers (Theoretical Component)**

1. Computer Information Systems and components: Hardware, Software, Data, Networks, Users
2. Computer Hardware, Configurations, and Peripherals
3. Computer Software: Languages, Operating Systems, and Programs
4. Data Communications
5. The Internet and Web Resources: E-business; E-government; Web 2.0 and Technologies: e.g., Wikis, tags, blogs, netcasts, self-publishing; New forms of collaboration: social networking, virtual teams, viral marketing, crowdsourcing
6. Securing Information Systems. Information Systems Ethics and Crime: Intellectual property; Information privacy, accuracy, and accessibility; Computer abuse and computer crime

Part II: Software Tools and Applications (Practical Component)

1. File Management, Data storage and Security Principles
2. Available Software Tools
3. Case Studies and Applications in Different Areas of Interest and Practice

Learning Activities and Teaching Methods:

Lectures; demonstrations; videos; hands-on experience in the form of lab activities; case studies; homework assignments.

Assessment Methods:

Quizzes, Assignments, Case Studies, Class/Lab Participation, Examination(s)

Required Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Technology In Action Complete, 16/E	Evans, A., Martin, K., Poatsy, M.A.	Pearson	2020	9780136851028
Exploring Microsoft Office 2016	Poatsy, M. et. al.	Pearson	2017	Print ISBN: 9780134320793, 0134320794 eText ISBN: 9780134511764, 013451176X

Recommended Textbooks / Readings:

Title	Author(s)	Publisher	Year	ISBN
Exploring Microsoft Office 2019 Introductory (Office 365)	Poatsy, M. et. al.	Pearson	2020	Print ISBN: 9780135402542, 0135402549 eText ISBN: 9780135402672, 0135402670