

Computer Applications

Course Title	Computer Applications			
Course Code	TCOM-100			
Course Type	This course serves as both Elective and Requirement, according to the program.			
	All Programs		Requirement	
Level	Bachelor (1 st Cycle)			
Year / Semester	Year 1, A' Semester			
Teacher's Name	Dr. Adamandini Peratikou			
ECTS	5	Lectures / week		Laboratories / week 3
Course Purpose and Objectives	An introduction course in computer applications, focusing on microcomputer technology emphasizing file management, utilizing various operating system commands, statistical tools such as excel & SPSS, database software such as Access, Presentation software such as PowerPoint, and other popular software, such as word, Photoshop, Outlook...			
Learning Outcomes	<p>Upon completion of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Understand computer hardware fundamentals and computer terminology. 2. Introduce students to the digital world by considering fundamental computer hardware and the most popular microcomputer applications. 3. Explain systems and applications software. 4. Practice on file management, data storage and security principles. 5. Consider basic operating system features (using the Windows environment). 6. Obtain a hands-on experience on popular application software packages such as word processing, electronic spreadsheets, database management, presentation graphics, statistical applications and other. 7. Explore the Internet and the World Wide Web (WWW) using browser software for exploration and searching. 8. Introduce e-mail, newsgroups, multimedia, and other Internet services and resources. 			
Prerequisites	None	Required		

Course Content	<ol style="list-style-type: none"> 1. Introduction to fundamental computer hardware <ul style="list-style-type: none"> • Systems and applications software • Theoretical concepts • Basic operating system operations and file management 2. Word Processing- Introduction to Word 2010 environment <ul style="list-style-type: none"> • Basic functions – word editing, text and paragraph formatting, alignment, lists, indentation, tabs, page format • Advanced word processing features – tables, insert objects 3. Electronic Spreadsheets- introduction to Excel 2010 <ul style="list-style-type: none"> • Managing worksheets - cells manipulation, formatting • Advanced electronic spreadsheets tools - formulas, basic functions 4. Database Management System - introduction to Access 2010 <ul style="list-style-type: none"> • Database features • Tables • Primary keys, fields and records • Properties 5. Advanced Database Management System tools and features <ul style="list-style-type: none"> • Table relations • Forms • Reports • Queries/filters 6. Presentation graphics - introduction to PowerPoint 2010 <ul style="list-style-type: none"> • Slide designs • Insert objects • Slide transitions • Animations • Presentation views 7. Basic internet concepts <ul style="list-style-type: none"> • Web browser functions • Web mail • Send/receive emails • Attachments
Teaching Methodology	The course is delivered through lectures, demonstrations and practical sessions.
Mode of delivery	Face to face.
Bibliography	<p>Required</p> <ol style="list-style-type: none"> 1. Bott, E., & Siechert, C. (2011). <i>Microsoft Office 2010 (Inside Out)</i>. Redmond, WA: Microsoft. <p>Recommended</p> <ol style="list-style-type: none"> 1. Habraken, J. W. (2011). <i>Microsoft Office 2010 in depth</i>. Indianapolis, IN: Que. 2. Cox, J., & Lambert, J. (2011). <i>Microsoft Office Professional 2010 step by step</i>. Redmond, WA: Microsoft

Assessment	The following assessment methods are employed to assess this course: <table border="1" data-bbox="517 302 1369 562"><tr><td data-bbox="517 302 943 376">30 – 50 %</td><td data-bbox="943 302 1369 376">Final Exam</td></tr><tr><td data-bbox="517 376 943 450">20 – 40 %</td><td data-bbox="943 376 1369 450">Mid –Term / Tests / Quizzes</td></tr><tr><td data-bbox="517 450 943 524">10 – 30 %</td><td data-bbox="943 450 1369 524">Assignments / Projects</td></tr><tr><td data-bbox="517 524 943 562">0 – 10 %</td><td data-bbox="943 524 1369 562">Class Attendance & Participation</td></tr></table>	30 – 50 %	Final Exam	20 – 40 %	Mid –Term / Tests / Quizzes	10 – 30 %	Assignments / Projects	0 – 10 %	Class Attendance & Participation
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Language	English								