# INTERCOLLEGE

# Course Syllabus

| Course Code | Course Title | ECTS Credits |
|---|---|---|
| HSPO-102 | Computer Fundamentals | 4 |
| **Prerequisites** | **Department** | **Semester** |
| None | Hospitality | Fall |
| **Type of Course** | **Field** | **Language of Instruction** |
| Required | Computer | English |
| **Level of Course** | **Lecturer(s)** | **Year of Study** |
| Diploma | Mr. Antonis Petrou | 1st |
| **Mode of Delivery** | **Work Placement** | **Corequisites** |
| Face to Face | N/A | None |

**Course Objectives:**

The course was designed to introduce the student to the popular applications of software packages, which can include processing in the Word, electronic spreadsheets, software management, graphics, and statistical applications. Emphasis will be placed on how each will benefit the user at home, in the classroom or at the office. It also includes structured laboratory exercises with supervision. In addition, through software related to the food industry, it will enable the students to use computer for particular purposes (sales, stock, and storage).

**Learning Outcomes:**

After completion of the course students are expected to be able to:
- Understand the computers and their equipment.
- Handle the 'windows' operating systems.
- Process the system of 'Microsoft Word' or other software package.
- Handle the computerized accounting system 'Microsoft Excel' or other software package.
- Acquire abilities and skills in using 'Microsoft Access'.
- Present their work with a professional look.
- Understand the proper use of the internet.
- Handle the ALOHA software.
- Understand the supporting uses of the computers in the food Industry.

**INTERCOLLEGE**

**Course Content:**

- Brief introduction to computers: an overview, components (hardware, software, people ware, data, procedures) and features.
- Operating Systems.
- Managing files and portable devices for storage.
- Other functions (Using WINDOWS)
- Edit in Word. Manipulation of texts including: forming and processing, printing, use columns and tables etc. (Use Microsoft Word for Windows or other software package).
- Electronic spreadsheets. Skillful handling electronic accounting equality including: use formula and software barriers procedures, formatting, graphics creation, etc. (Use Microsoft Excel for Windows or other software packages).
- Software Management. Novice skills on the data creation, data updating, skillful handling of data, etc. (Using Microsoft Access or other software packages)
- Presentation graphics (Using Microsoft Access or other software packages)
- Training in the use of ALOHA software.

**Learning Activities and Teaching Methods:**

PowerPoint Lectures, In Class Work

**Assessment Methods:**

Projects, Tests, Final Exam

**Required Textbooks / Readings:**

| Title | Author(s) | Publisher | Year | ISBN |
|---|---|---|---|---|
| Computer Systems | McLoughlin, V. | McGraw Hill | 2020 | 9781260117608 |
| Elements of Computing Systems | Nisan, N. | MIT Press | 2021 | 978-0262539807 |

**INTERCOLLEGE**

**Recommended Textbooks / Readings:**

| Title | Author(s) | Publisher | Year | ISBN |
|---|---|---|---|---|
| Dive Into Systems | Matthews, S. | No Starch Press | 2022 | 9781718501362 |
| Computer Fundamentals | Wilson, K. | Elluminet Press | 2021 | 9798545912032 |