

Course Title	Microcomputer Applications				
Course Code	COMP 150				
Course Type	Compulsory				
Level	First Cycle				
Year / Semester	First Year / Fall				
Teacher's Name	Petrou Antonis				
ECTS	6	Lectures / week	3	Laboratories / week	One 3 hour lab per semester
Course Purpose and Objectives	The main objectives of the course are: • 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 InterLearning environment.				
Learning Outcomes	Upon completion the students should be able to: • Understand computer hardware fundamentals. • Understand and use computer terminology. • Understand and practice file management principles. • Describe the differences between applications software and system software. • 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. • Create simple databases and apply queries to search for a range of data. • Use presentations graphics software to prepare attractive presentations. • 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.				

	Understand computer-assisted and distance learning and be able to access on-line material available from the university's InterLearning environment.		
Prerequisites	None	Required	None
Course Content	- Brief introduction to computers: an overview, components (hardware, software, peopleware, data, procedures) and characteristics. - Systems vs. Applications software and categories. - Operating systems. Disk and file management. Other operations. (Using WINDOWS) - Word processing. Document manipulation including: formatting, editing, printing, referencing, reviewing, etc. (Using Microsoft Word for Windows or other software package) - 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) - Database Management. Novice skills on database creation, data update, queries, etc. (Using Microsoft Access 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). - The World Wide Web. Use a browser to explore, search, and navigate the Internet. Search engines, databases, university libraries, useful resources. - Internet services and resources such as e-mail, newsgroups, multimedia, and other. - Computer-assisted and distance learning; the university's InterLearning environment.		
Teaching Methodology	Lectures, in-class examples, exercises, practical.		
Bibliography	<u>Compulsory</u> - R.T. Graueretal. (2007), Exploring Microsoft Office 2007, Vol. I Prentice Hall ISBN:0-13-186068-2 - Lecturers notes. <u>Suggested</u> D. Beskeen, C.M. Cram, J. Duffy, L. Friedrichsen, E.E. Reding (2007), Microsoft Office 2007 Illustrated Introductory, Windows Vista Edition Thomson Course Technology ISBN:978-1-4239-0559-2		
Assessment	Homework: 10% Participation: 10% Laboratory: 20% Mid Term: 20% Final Exam: 40%		
Language	Greek		

