Course Title	Computer Applications for Business
Course Code	BUS230
Course Type	Compulsory
Level	Bachelor (1st Cycle)
Year / Semester	2nd year/4th Semester
Instructor's Name	TBA

ECTS	6	Lectures / week	3 Hours/ 14 weeks	Laboratories / week	10/3

Course Purpose and Objectives	Objective: The course provides a basic understanding of data processing in the world of Business. It presents a contemporary view of fundamental concepts. Familiarization with software packages and their use for the solution of business - oriented practical problems; Development of abilities in solving quantitative/computational problems in management, finance, marketing etc. Students will be able to perform basic statistical analysis using spreadsheets.
Learning Outcomes	Upon succesful completion of this course students should be able to: • Describe the basic concepts of Information Technology and main types of software • Create and edit word processing files • Create and edit spreadsheet files • Perform statistical analysis using spreadsheets • Create and edit presentation files

Prerequisites	AEF105	Co-requisites	None

Course Content	Course Contents: Description: Theory Basics: Software: Types of software, operating systems, application software, uses, computer-based system development Computer in Everyday life: Home PC uses, computers at work and in education, computers in daily life (libraries, supermarkets, etc)

IT and society:

Information Society, Information Superhighway, e-commerce, work environment and ergonomics, health and safety.

Security, copyright and the law:

Hacking, intrusion, privacy, protection, passwords, viruses, anti-virus measures, copyright, legal issues, shareware, freeware, user-licenses, data protection laws, uses of personal data

Practical

Computer Environment

First steps with a computer, basic information and operations, desktop, icons.

Windows Exploring

Folders, files, create, delete, rename, move, cut/copy-paste, search.

Word Processing

Application environment, adjusting settings, customizing toolbars, zoom, page view modes, overwrite mode, spelling, grammar, thesaurus, fonts, font sizes, font formats, changing case, bullets, numbering, symbols & special characters, spacing, alignment, indentation, page numbers, page orientation, creating and formatting tables, inserting and editing pictures.

Spreadsheet Applications

Application environment, adjusting settings, customizing toolbars, zoom, , clearing contents of cells, formulas and functions, merging cells, modifying the size of columns and rows, fonts & font styles, alignment, number formats, borders, sorting data, cut/copy-paste, drag-and-drop, rename/delete/insert/copy/move worksheets, inserting/deleting rows/columns, absolute/relative/mixed references in formulas, page setup options, creating/formatting charts. Statistical analysis using spreadsheets

Presentation Applications

Application environment, adjusting settings, customizing toolbars, zoom, Add Slide, Themes, Enter/select Text, Formatting Text, WordArt, Change Paragraph Alignment, Indent Paragraphs, Text Direction, Resize a Textbox, bulleted and Numbered Lists, Nested Lists, Formatting Lists, Adding Video/Audio. Graphics: Adding/ Editing a Picture, ClipArt, Picture and ClipArt. Tables: Create, Enter Data, Format a Table,   Insert a Table from Word or Excel. Charts: Create, Edit Data, Modify a Chart. Slide Effects: Slide Transitions, Slide Animation, Animation Preview.

Recent developments and contemporary issues pertaining to the subject-matter of the course.

Teaching Methodology	Face to Face
Bibliography	Munnelly/Holden,ECDL 4: THE COMPLETE COURSE BOOK FOR MICROSOFT OFFICE, Pearson Prentice Hall Napier and Judd, MICROSOFT OFFICE 2000, Thomson Holden/Munnelly, HOW TO PASS ECDL FOR OFFICE, Pearson Prentice Hall
Assessment	Examinations 60% Assignments 30% Class Participation and Attendance 10% 100%
Language	English