

Course Title	Computer Applications for Business				
Course Code	BUD230				
Course Type	Compulsory				
Level	Bachelor (1 <sup>st</sup> Cycle)				
Year / Semester	2 <sup>nd</sup> Year/4 <sup>th</sup> Semester				
Teacher's Name	TBA				
ECTS	6	Lectures / week	Up to 6 teleconferences	Laboratories / week	None
Course Purpose and Objectives	<p>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.</p>				
Learning Outcomes	<p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> <li>• Describe the basic concepts of Information Technology and main types of software</li> <li>• Create and edit word processing files</li> <li>• Create and edit spreadsheet files</li> <li>• Perform statistical analysis using spreadsheets</li> <li>• Create and edit presentation files</li> </ul>				
Prerequisites	AED105	Co-requisites	None		
Course Content	<p><u>Theory</u></p> <p>Types of software, Computer in Everyday life:</p> <p>IT and society: Information Society, Information Superhighway, e-commerce, work environment and ergonomics, health and safety.</p> <p>Security, copyright and the law:</p> <p>Hacking, intrusion, privacy, protection, passwords, viruses, anti-virus measures, copyright, legal issues, shareware, freeware, user-licenses, data protection laws, uses of personal data</p>				

	<p><u>Practical</u></p> <p>Computer Environment</p> <p>Word Processing</p> <p>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 &amp; special characters, spacing, alignment, indentation, page numbers, page orientation, creating and formatting tables, inserting and editing pictures.</p> <p>Spreadsheet Applications</p> <p>Application environment, adjusting settings, customizing toolbars, zoom, clearing contents of cells, formulas and functions, merging cells, modifying the size of columns and rows, fonts &amp; 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</p> <p>Presentation Applications</p> <p>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.</p> <p>Recent developments and contemporary issues pertaining to the subject-matter of the course.</p>
Teaching Methodology	E - Learning
Bibliography	<p>Munnelly/Holden, ECDL 4: THE COMPLETE COURSE BOOK FOR MICROSOFT OFFICE, Pearson Prentice Hall</p> <p>Napier and Judd, MICROSOFT OFFICE 2000, Thomson</p> <p>Holden/Munnelly, HOW TO PASS ECDL FOR OFFICE, Pearson Prentice Hall</p>

Assessment	<table><tr><td>Final Examinations</td><td>50%</td></tr><tr><td>Assignments/On-going evaluation</td><td>50%</td></tr><tr><td></td><td>100%</td></tr></table>	Final Examinations	50%	Assignments/On-going evaluation	50%		100%
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	100%						
Language	English						