Course unit title:	Computer Fundamentals and Applications
Course unit code:	CSC190
Type of course unit: **(Compulsory/Optional)**	Compulsory
Level of course unit: **(first, second or third cycle)**	Bachelor (1st cycle)
Year of study:	1
Semester when the unit is delivered:	1
Number of ECTS credits allocated:	5
Name of lecturer(s):	TBA

Learning Outcomes of the course unit:	
Upon succesful completion of this course students should be able to: • Describe the basic concepts of Information Technology • Describe the main hardware parts of an Information System • Describe the main types of software • Create and edit word processing files • Create and edit spreadsheet files	

Mode of delivery:	Distance Learning
Prerequisites and co-requisites:	None
Recommended optional program components:	None

Course Contents:

Objective:
The course provides a basic understanding of data processing in the world of Business. It presents a contemporary view of fundamental concepts, terminology, and computer theory. Terms such as "Computer hardware and software", "Information Systems", and "Computer languages" are discussed and analyzed. 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. This course is offered for non-major students only.

Description:

<u>Theory</u>

Basics:
Basic concepts of hardware, software, and information technology, types of computers, main parts of a computer system

Hardware:
Central Processing Unit, input devices, output devices

Storage:
Different storage media, internal/external, memory, RAM, ROM, measuring memory, computer performance

Software:
Types of software, operating systems, application software, uses, computer-based system development

Information networks:
LAN, WAN, advantages of networks, PSTN, ISDN, ADSL, fax, telex, modems, digital, analogue, baud, bps, email, Internet and main uses, search engines, Internet and World Wide Web, (WWW) Intranets and Extranets.

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

<u>Practical</u>

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, Creating/saving/previewing/printing/opening documents, new documents, cut/copy-paste,

delete text, undo, redo, 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, Creating/saving/previewing/printing/opening workbooks, new workbooks, undo/redo, 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, spelling, page setup options, creating/formatting charts

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

Recommended or required reading:	Required Reading: Munnelly/Holden,ECDL 4: THE COMPLETE COURSE BOOK FOR MICROSOFT OFFICE, Pearson Prentice Hall Napier and Judd, MICROSOFT OFFICE 2000, Thomson Recommended Reading: Long and Long, COMPUTERS: INFORMATION TECHNOLOGY IN PERSPECTIVE, Pearson Prentice Hall Cashman Shelly,DISCOVERING COMPUTERS, Thomson Parker/Morley, UNDERSTANDING COMPUTERS, TODAY AND TOMORROW, Thomson Holden/Munnelly, HOW TO PASS ECDL FOR OFFICE Pearson Prentice Hall
Planned learning activities and teaching methods:	Virtual lectures, workshops, group work, assignments, and exams
Assessment methods and criteria:	Final Examination 50% Ongoing Evaluation 50% 100%
Language of instruction:	English
Work placement(s):	No
Place of Teaching:	Blackboard Virtual Learning Platform