AMERICAN COLLEGE

CSC102 COMPUTER APPLICATIONS

ECTS Course Syllabus

Code CSC102	**Title** Computer Applications	
ECTS Credits 6	**Department** Computer Science	**Instructor** Ms Sofia Pratzioti
Semester Fall, Spring	**Cycle** First	**Language of Instruction** English

Description

This course is designed to provide an understanding to the most popular computer applications such as word-processing, spreadsheet, Internet tools, Database Management applications and Web authoring tools. Hands-on experience will be provided on networked computers running popular Operating Systems in order to create, access and modify files and information and appreciate the value of web page authoring software.

Learning outcomes

By the end of the course, students should be able to:

- distinguish between basic terms and concepts as they apply to computer systems and computer software;
- demonstrate skills using computers as a tool to produce, research, retrieve, and save information;
- use effectively word processing software such as MS Word to create and modify documents;
- use spreadsheet software such as MS Excel to create and modify workbooks;
- demonstrate skills using database software such as MS Access to create and modify tables, queries, forms and reports;
- familiarize with web browser software such as Firefox and Internet Explorer to search, retrieve and save information from the web;
- exhibit skills in developing and customizing a simple web site using popular web page authoring editor; and
- apply protective measures to protect computer systems and information.

Prerequisite(s): None

Learning methods and educational activities

Lectures, laboratory work, in-class discussions, preparation of personal assignments, independent and private study.

Teaching hours: 39

Assessment methods and weight

Tests:	5%
Assignments:	15%
Mid-term Examination:	30%
Final Examination:	50%

Grading system

90-100	**A**	85-89	**B+**	80-84	**B**	75-79	**C+**
70-74	**C**	65-69	**D+**	60-64	**D**	0-59	**F**

Required book(s)

Title:	Learn Microsoft Office 2019; A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook
Author(s):	Linda Foulkes
Edition:	1st
Year:	2019

Title:	Microsoft Expression Web 4.2 Step by Step
Author(s):	Chris Leeds
Publisher:	Microsoft Press
Year:	2014

Title:	Adobe Dreamweaver CC Classroom in a Book
Author(s):	Jim Maivald
Publisher:	Peachpit (Pearson Education Division)
Year:	2018

Content

Week 1	**Computer Concepts:** Course Introduction and a brief basic introduction upon Computer Concepts (what is a computer; Hardware VS Software; O.S. Licenses; Security; etc).
Week 2	**MS Windows OS:** Windows Desktop; Launching Programs; Windows; Customizing Windows; Files; Folders and Drivers. Using my Documents; My computer; Windows explorer; shortcuts; recycle bin; searching for files and folders. **Web Browsers:** What is internet and WWW; An overview of Internet Service Providers (ISP); Web Browsers (Internet Explorer Vs Firefox); Concepts of Web Technology; Web Browsers; Navigation tools; Favourites; History; Types of Search engines; Web mails; web security; Searching techniques and tips; printing. **Quiz – Multiple Choice Questions**
Week 3	**MS Office Family:** Introduction to MS Office. MS Office Applications; types of Files; alternatives to MS Office (StarOffice; Open Office) Toolbars and common applications.
Week 4	**MS Office Word:** Using Windows Toolbars (save a doc; spell check; autocorrect). Document Layout options (margins; bulleted lists; insert symbols and pictures; formatting; and lines). Using templates to create Professional documents (letters; CVs; Memos; Poster). **Quiz – Short Answer Questions**
Week 5	**MS Office Word:** Amend documents; Find/replace text; Correct spelling and grammatical errors; Finalize a document; Quickly format text and paragraphs; Change the look of characters and paragraphs. Presenting Information in columns and tables: Formatting a table; Inserting/Deleting rows and columns; Insert data into tables.
Week 6	**MS Office Access:** Introduction to MS Access. Database concept; tables; record navigation; Create a simple Database.
Week 7	**MS Office Access:** Record navigation; creating and editing command buttons; queries and macros.
Week 8	**Revision for Mid-term examination; Mid-term Examination.**
Week 9	**MS Office Excel:** Create/modify/delete workbooks and worksheets. Customize the program window. Moving and copying cell/text. Clearing contents of cells; find and replace workbook data. 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.
Week 10	**MS Office Excel:** Formatting worksheets. Create formulas to calculate values; summarize data that meets specific conditions; find and correct errors in calculations; Organize data using tables.
Week 11	**MS Office Excel:** Working with multiple worksheets and columns. Absolute / relative / mixed; references in formulas; spelling and page setup. Create Charts; and printing. **Test – MS Excel and MS Word Exercise.**
Week 12	**Web Page Authoring:** Making a web site plan; Introduction to Microsoft Expression Web 4; Editing web pages; Create a new web page; Formatting pages; Add and edit web pages using various styles; Insert Files; Add Bookmarks.
Week 13	**Web Page Authoring:** Linking pages to the WWW; Insert images in pages; Create Forms and Frames. **Revision for final examination.**

Student workload

Activity	Hours
Laboratory attendance	36
Independent Study	36
Test Preparation	8
Tests and Quizzes	1,5
Mid-term Preparation	10
Mid-term Examination	1,5
Assignments Preparation	25
Final Exam Preparation	29,5
Final Examination	2,5
Total	**150**