

Global Learning Semesters

Course Syllabus

Course: COMP-150 Microcomputer Applications

Department: Computer Science

Host Institution: University of Nicosia, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
COMP-150	Microcomputer Applications	3
Semester Offered	Contact Hours	Prerequisites
Fall, Spring, Summer	42	None
Department	Level of Course	Language of Instruction
Computer Science	Lower Division	English

Course Description

Students gain knowledge on the Essentials of Computing Concepts, Microsoft Windows, and Internet. They deal with different software categories using programs that are included in the Microsoft Office Package and are also exposed to the Internet. More specifically the topics of the course include: Word Processors (Microsoft Word), Spreadsheets (Microsoft Excel), Presentation Graphics (Microsoft PowerPoint), Database Management Systems (Microsoft Access), World Wide Web and Electronic Mail.

Instructor

Maria Hadjiparaskeva Adamides

Course Aims and Objectives

This course is designed to introduce students to the basic concepts of computers, acquaint them with windows, popular application software and expose them to the Internet.

Teaching Methods

The course is delivered through a mixture of lectures, lab presentations, lab tutorials and practical exercises, assignments and project(s). Additional media and student/lecturer supplements are used.

Course Teaching Hours

42 hours (42 hours lectures/lab presentations/lab tutorials). The course is delivered during the fall and spring semesters in 14-weeks (3 hours/week). During the summer session the course is delivered in 7 weeks (6 hours/week).

Evaluation and Grading

Class Participation: 0-5%
Homework/Project(s): 10-20%

Mid-Term(s): 40-50%
Final Exam: 40-50%

Readings and Resources

Required Textbook

Robert T. Grauer and Maryann Barber, Exploring Office XP, Volume I, Enhanced Edition, Prentice Hall Inc., 2002. ISBN 0-13-182405-8.