

Course unit title:	Computing for Business
Course unit code:	CSC 101
Type of course unit (compulsory, optional):	Compulsory
Level of course unit:	Certificate (One-tier-Programme)
Year of study:	1
Semester when the course unit is delivered:	1
Number of ECTS credits allocated:	6
Name of lecturer(s):	Dr Andriani Piki/Dr Marcos Marcou
Learning outcomes of the course unit:	<ul style="list-style-type: none"> • Explain the impact of the computer in information processing, and discuss uses of computers by individuals and organisations, with emphasis on business applications. • Use Word Processing software to create and format a document's layout, tables, printing, images, and graphics. • Use Spreadsheet Programs to create spreadsheets, graphs and formulas. • Organise information in folders, search for files and other objects using an operating system. • Create simple business purposed database applications. Create tables, data entry forms, simple reports and queries. • Prepare professional presentations using presentation software such as PowerPoint. • Describe the elements of data communications and networking, networking and applications of telecommunications in Business, browser basics, navigating, and searching on the WWW.
Mode of delivery:	Face-to-face
Prerequisites and co-requisites:	None
Recommended optional programme components:	None
Course contents:	This course is designed to provide students with the basic skills in using several software products for performing word processing, spreadsheet, presentation and database application business related tasks, and to develop an understanding of how information is used as a resource in the information society.
Recommended or required reading:	Required reading: <ul style="list-style-type: none"> • Bunzel. (2010). <i>Easy Microsoft Office 2010</i>. 1st Edition. QUE. • Lambert and Cox. (2010). <i>Microsoft Access 2010 Step by Step</i>. 1st edition. Microsoft Press.
Planned learning activities and teaching methods:	Lectures, homework, laboratory exercises.
Assessment methods and criteria:	Class Participation: 10% Assignment: 15% Mid-Term Test: 25% Final Examination: 50%
Language of instruction:	English
Work placements:	No