



Module Structure

Module Title:	Computer Studies		
Module Code:	HCM 103		
Programme of Study/ Year of Study:	Hospitality and Tourism Management/Year 1		
Group:	HTMI	Semester:	Fall
Number of Hours Taught:	2	ECTS :	Non-credit

Instructor:	Panikos Merkouris		
Office Hours :	Monday 9:00-11:00		
Office Number :	Computer Lab	Office Tel :	22 404 854
e-mail :	pmerkouris@hhic.mlsi.gov.cy		

Pre-requisite(s):

All students are expected to attend the computer classes during the induction programme. Students should have acquired knowledge on computer basics of MsWindows and MsWord.

Module Rationale

This module provides students with sufficient computing skills and knowledge to enable them to produce quality academic assignments, projects and presentations.

Aims

It aims to teach the students the fundamentals of Word Processing, the use of Internet and presentation tools as well as the basic concepts of spreadsheets.

Intended Learning Outcomes

Word Processing: enable students to accomplish advanced operations by creating professional projects.

Information & Communication: The student will learn how to search information using Web browser, search engine tools, bookmark web sites and print web pages. The student will also be able to use e-mail software to send and receive e-mails.

Presentation: The student will learn how to create, format and modify a presentation by using different slide layouts for display and printed distribution. The student will be able to insert images, charts and drawn objects into a presentation.

Spreadsheets: The student will learn how to create, format and edit a spreadsheet. The student will be able to generate and apply standard mathematical and logical formulae and functions. The student will also demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, creating and formatting graphs and charts.

Publisher: The student will learn how to create professionally designed publications, business cards, brochures and flyers.



Delivery Methods:

- Class Instruction
- Practice in Computer Lab

Assessment:

- Practical and written assignments: 20%
- Mid Term Exam: 30%
- Final Exam: 50%

Module Requirements

Refer to the students' manual for the module requirements.

Module Plan and Content

Week	Dates	Topics to be Covered	Reference Chapter / Material
1.	02/10-05/10	Word Processing <ul style="list-style-type: none">• Tables / Mail Merge• Tabs• Table of Contents• Insert SmartArt	
2.	08/10-12/10	Information & Communication <ul style="list-style-type: none">• Web browser<ul style="list-style-type: none">○ Toolbars / Address bar○ Navigating the Web• Home Page• Search Engine• Favorites• The History list• Download (Pictures, Text ,Files)• Saving/ Printing a web page• Antivirus Programs / Firewall	
3.	15/10-19/10	Information & Communication <ul style="list-style-type: none">• E-mail<ul style="list-style-type: none">○ E-mail programs○ Create e-mail account○ Sending e-mail○ Contacts○ Calendar• Social Networks• VoIP Services (Video Conference)	
4.	22/10-26/10	Presentation <ul style="list-style-type: none">• The Basics<ul style="list-style-type: none">○ Planning a presentation	



Week	Dates	Topics to be Covered	Reference Chapter / Material
		<ul style="list-style-type: none"> ○ Starting a blank presentation ○ Ribbon – Hiding and displaying. ○ Modifying basic options ○ Adding text, formatting and moving text ○ Changing the presentation view ○ Saving your presentation ● Slides <ul style="list-style-type: none"> ○ Adding slides ○ Slides layout ○ Changing the layout of a slide ● Changing the order of slides ● Text Editing <ul style="list-style-type: none"> ○ Text formatting ○ Changing line spacing ○ Spell checking ○ Customising bullets ● Change Case 	
5.	29/10-02/11	<p>Presentation</p> <ul style="list-style-type: none"> ● Applying Designs <ul style="list-style-type: none"> ○ Designing the Master Slide ○ Changing the slide background colour ○ Adding page numbers ○ Adding text to header and footer ○ Adding a date to slides ● Adding Objects <ul style="list-style-type: none"> ○ Inserting a Clip Art image ○ Clip Art properties ○ Changing the size of a graphic ○ Inserting Shapes ○ Shapes properties ● Special Effects <ul style="list-style-type: none"> ○ Adding Slide Transitions ○ Adding special effects to text ○ Adding special effects to objects 	
6.	05/11-09/11	<p>Presentation</p> <ul style="list-style-type: none"> ● Show Time <ul style="list-style-type: none"> ○ Starting a show on any slide ○ Navigating your way around a presentation ○ Hiding slides ○ Using the Notes pages ○ Viewing notes during a presentation ○ Slide Setup ○ Printing ○ Copying slides to a new presentation ● Saving in different file formats ● Create a professional presentation 	
7.	12/11-16/11	Test	



Week	Dates	Topics to be Covered	Reference Chapter / Material
8.	19/11-23/11	Spreadsheets <ul style="list-style-type: none"> • Basic Operations <ul style="list-style-type: none"> ○ Moving around a spreadsheet ○ Ribbon – Hiding and displaying ○ Entering and editing data ○ Inserting and deleting rows and columns ○ Saving your work • Formula <ul style="list-style-type: none"> ○ Create a worksheet to do calculations ○ Selecting cells ○ Formatting cell contents ○ Inserting a border • Entering formula <ul style="list-style-type: none"> ○ Automatic recalculation ○ Standard error values ○ Entering formulae by pointing ○ Formatting numbers • Columns of Data <ul style="list-style-type: none"> ○ Create a spreadsheet to hold data ○ Changing column widths ○ Formatting decimals ○ Adding a column of numbers ○ Renaming a worksheet ○ Inserting and deleting sheets ○ Copying a worksheet • Moving worksheets 	
9.	26/11-30/11	Spreadsheets <ul style="list-style-type: none"> • Functions <ul style="list-style-type: none"> ○ The SUM function ○ The AVERAGE function ○ The MIN and MAX function ○ The COUNT function ○ Copying data between sheets ○ Hiding and Un-hiding rows & columns ○ Freezing row and column titles ○ Unfreezing panes ○ Opening several workbooks(spreadsheets) ○ Saving under another name • Saving as a different file type 	
10.	03/12-07/12	Spreadsheets <ul style="list-style-type: none"> • Charts <ul style="list-style-type: none"> ○ Draw charts ○ Sorting Data ○ Drawing a bar chart ○ Moving and sizing a chart ○ Adding axis titles ○ Changing the background colour • Changing the bar colour 	

Week	Dates	Topics to be Covered	Reference Chapter / Material
		<ul style="list-style-type: none"> • Recipe Costing • Results for research methodology 	
11.	10/12-14/12	Publisher <ul style="list-style-type: none"> • Create business card • Create brochures and flyers Create Menus	
12.	17/12-21/12	Test	
13.	07/01-11/01	Revision	

Essential Reading

Notes and hand-outs created by instructor for each session

Additional Reading

Heathcote & Richards, (2004), Pass ECDL4, (1st ed.), Payne-Gallway Publishers Ltd, ISBN 1 904467 05 9.



