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| Course Title | **Information Technology** | | | | | | |
| Course Code | MANS-391 | | | | | | |
| Course Type | Required | | | | | | |
| Level | 1st Cycle | | | | | | |
| Year / Semester | 2nd Year, Fall Semester | | | | | | |
| Teacher’s Name |  | | | | | | |
| ECTS | 3 | Theory | | Laboratory | Simulation | | Tutorial |
| 1 | | 3 | --- | | --- |
| Course Purpose and Objectives | The main objectives of the course are to:   * demonstrate the structure of computers and of operating systems * display the office suites * explain the utilization of internet * introduce the major applications used on board ships * exhibit the characteristics of hardware and software * familiarize the students with the transmission and reception of email and the various types of documents | | | | | | |
| Learning Outcomes | After completion of the course students are expected to be able to:   * comprehend the structure of computers and the role of the operating system * compose documents in word, excel, power point, access and convert a document to PDF form * carry out ship’s business using the most common relevant applications * identify the internet operational parameters * make the best use of the hardware and software available on board, evaluating efficiently its characteristics * send, receive and forward emails with attached documents | | | | | | |
| Prerequisites | None | | Required | | | None | |
| Course Content | * Computer’s general structure * Distinction between hardware and software * Windows operation system * File systems * Data storage * Office suite (word, excel, access, power point) * PDF conversions * Software applications commonly used on board * Internet basics * Emails, attachments * Computer networks | | | | | | |
| Teaching Methodology | Lectures, in-class assignments, sound and video equipment, computer lab, projector | | | | | | |
| Bibliography | * + - 1. **Required Textbooks/Reading:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Authors** | **Title** | **Publisher** | **Year** | **ISBN** | | Satish, J. | Basic Computer Course | BPB | 2011 | 8183334598 |  * + - 1. **Recommended Textbooks/Reading:**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Authors** | **Title** | **Publisher** | **Year** | **ISBN** | | Weverka, P. | Office 2016 for dummies | For dummies | 2016 | 1119083125 | | Sharma, S. | Computer Networks | S. K. Kataria & Sons | 2016 | 978-93-80027-00-5 | | | | | | | |
| Assessment | Homework, in-class assignments, projects, exams, final exam. | | | | | | |
| Language | English | | | | | | |