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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
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| 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
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| 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
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| Teaching Methodology | Lectures, in-class assignments, sound and video equipment, computer lab, projector |
| Bibliography | * + - 1. **Required Textbooks/Reading:**

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| --- | --- | --- | --- | --- |
| **Authors** | **Title** | **Publisher** | **Year** | **ISBN** |
| Satish, J. | Basic Computer Course | BPB | 2011 | 8183334598 |

* + - 1. **Recommended Textbooks/Reading:**

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| --- | --- | --- | --- | --- |
| **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 |

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| Assessment | Homework, in-class assignments, projects, exams, final exam. |
| Language | English  |