Course Title	Computers
Course Code	MANS-391
Course Type	Required
Level	1st Cycle
Year / Semester	2nd Year, Fall Semester
Teacher's Name	Mr. Adamides Constantinos

ECTS	6	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	**Required Textbooks/Reading:** **Recommended Textbooks/Reading:**

Required Textbooks/Reading:

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

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