

Course Title	Information Technology for Aviation				
Course Code	AVM110				
Course Type	Compulsory				
Level	Bachelor (1 st cycle)				
Year / Semester	1 st Year / 1 st Semester				
Instructor's name	TBA				
ECTS	4	Lectures / week	3 Hours / 7 Weeks	Laboratories / week	3 Hours / 7 Weeks
Course Purpose and Objectives	<p>The purpose of the "Information Technology for Aviation" course is to provide students with knowledge regarding the basic theory of Information and Communication Technologies (ICT) and provide them with practical training on using a variety of software applications that can assist them both during their studies and in their work environment.</p> <p>The course begins with an introduction to computer systems including their hardware and software components. It then makes references to computer networks, the Internet and their applications. The course continues with practical work on mainstream office software used for word processing, spreadsheet management, presentations and communication. Finally, it concludes with a tour of modern aviation related applications and websites.</p>				
Learning Outcomes	<p>Upon successful completion of this course students should be able to:</p> <ul style="list-style-type: none"> • Describe the basic concepts of ICT • Describe the main hardware parts of a computer systems • Describe the main types of software • Demonstrate ability to create and edit word processing documents • Demonstrate ability to create and edit spreadsheet documents • Demonstrate ability to create and edit presentations • Demonstrate ability to efficiently use communication software • Demonstrate knowledge of aviation related applications and websites 				
Prerequisites	None	Co-requisites	None		
Course Content	The material included in this course covers the following subjects:				

Computer theory

- **General concepts:** Internal hardware, basic peripheral, basic operating systems.
- **Hardware components:** Storage devices (RAM, HDD, SSD, Optical, Memory Cards, USB Flash Drives etc.), CPU, Sound card, Video card, Expansion slots, Inside the case.
- **Computer peripherals:** Printers, data ports (USB, Ethernet, FireWire etc.), video ports, audio ports.
- **Types of computers:** Desktop, Laptop, Netbook, Tablet, Hybrid, Mainframe, Supercomputer.
- **Hardware specifications:** Mac or PC, Computer Specs, Printer Specs.
- **The Internet:**
- **Computer Networks and the Internet:** LAN, MAN, WAN, P2P, Client-Server, Ethernet, Cellular, Bluetooth. The Internet, Internet connections, Wi-Fi, WWW, Cloud Computing.
- **Computer Software:** The Operating System, Applications, Windows file management, System Maintenance.

Microsoft Office

- **Getting started:** Office packages, Cloud, Microsoft Accounts, Exchange Email for mobile devices, Outlook app, Office apps for iOS, OneDrive.
- **Office on the Web:** Web apps, Mail, Calendar, People, Docs, OneDrive.
- **Microsoft Word 2016:** Introduction, ribbons, text formatting, paragraph formatting, page formatting, tables, graphics, using templates.
- **Microsoft Excel 2016:** Introduction, ribbons, entering data, formatting cells/rows/columns, sorting data, freeze panes, using formulas and functions, relative and absolute referencing, adding charts, page setup, print options.
- **PowerPoint 2016:** Introduction, ribbons, creating a new presentation, slide design, adding content (text, images, tables, charts), slide masters, notes, animations, transitions, adding video, adding sound, printing.
- **Microsoft Outlook 2016:** Introduction, ribbons, sending emails, managing emails, contacts, calendar.

Aviation applications

The students will be introduced to a number of aviation related applications and websites that will either assist them in their day to day operations in their work environment or it will provide them with examples of how ICT can be applied in the aviation industry and

	<p>what benefits will it provide. Such applications and websites may include:</p> <ul style="list-style-type: none"> • Logbook keeping applications (e.g. mccPilotLog - http://www.mccpilotlog.net/) • Flight Scheduling (e.g. FlightSchedule Pro - https://www.flightschedulepro.com/) • Airline booking applications and websites • Aviation information websites (METARS, NOTAMS etc.) • Flight tracking applications and websites • etc. 								
Teaching Methodology	Face-to face								
Bibliography	<ul style="list-style-type: none"> • Kevin Wilson. <i>Essential Computing: Concepts of ICT.</i> Elluminet Press. 2016. ISBN 978-1911174226. • Kevin Wilson. <i>Essential Office</i> 2016. Elluminet Press. 2017. ISBN 978-1911174301. • Nawal K. Taneja. <i>The Passenger Has Gone Digital and Mobile: Accessing and Connecting Through Information and Technology.</i> Routledge 2016. ISBN 9781409435020 								
Assessment	<table border="1"> <tr> <td>Examinations</td> <td>70%</td> </tr> <tr> <td>Assignment(s)</td> <td>20%</td> </tr> <tr> <td>Participation</td> <td>10%</td> </tr> <tr> <td></td> <td>100%</td> </tr> </table>	Examinations	70%	Assignment(s)	20%	Participation	10%		100%
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Language	English								