

Code.....

Course item: ...

1. INFORMATION ABOUT THE COURSE**A. Basic information**

Name of course	Information Technologies
Study level	<i>first degree</i>
Unit running the study programme	<i>Faculty of Management, Department of IT for Management</i>
Study programme	<i>Management and Production Engineering</i>
Speciality	
Name of teacher (s) and his academic degree	<i>Marek Sikora, PhD, Grzegorz Dzieża, PhD</i>
Introductory courses	<i>none</i>
Prerequisites	<i>no prerequisites</i>

B. Semester/week schedule of classes

Semester	Lectures	Classes	Laboratories	Project	Seminars	Field exercises	ECTS
summer	15		30				4

2. EFFECTS OF EDUCATION (acc. to National Qualifications Framework)

Knowledge	<i>on successful completion of the course student will learn fundamental information technologies.</i>
Skills	<i>on successful completion of the course student is supposed to characterise and apply information technology knowledge to practical applications in editing documents, using spreadsheet, creating presentations and using Internet browser.</i>
Competences	<i>on successful completion of the course student is supposed to be familiar with skills of the office applications user.</i>

3. TEACHING METHODS

<i>multimedia lecture, lab.</i>

4. METHODS OF EXAMINATION

<i>test of closed questions, lab grades</i>

5. SCOPE

<i>Lectures</i>	<i>Basic definitions, the role and place of computer science in modern civilization. The concept of information units and numeric systems. Computer software and programming languages. The structure and building blocks of computer networks. Types of most popular IT applications and development tendencies. Examples of software packages. The concept of algorithm and algorithmization problems. Types of computer usage and development tendencies. Development of languages and Internet usage.</i>
<i>Laboratories</i>	<i>MS Office applications. Advanced features of the MS Word editor (e.g. numbered outlines, mail merge). MS Excel - the idea of the sheet, relative and absolute addresses, various formulas and graphs. Built-in functions. Database on the worksheet. Working in the online environment. Creating presentations. Principles of working with a web browser, search for information on the web. Usage of e-mail.</i>

6. LITERATURE

Basic literature	<i>Schmalz M., 2005. Integrating Excel and Access, O'Reilly Media.</i> <i>Grover C., 2007. Word 2007. Gliwice, Helion.</i> <i>Walkenbach J., 2004. Excel 2003: bible. Gliwice, Helion.</i>
Supplementary literature	<i>T. Kołodziejczak T., Zieliński J., 1997. Podstawy informatyki. Prószyński i s-ka. Warszawa.</i> <i>Kowalczyk G. 2003. Word 2003 PL. Gliwice, Helion.</i>