

Code.....

Course item:

1. INFORMATION ABOUT THE COURSE

A. Basic information

Name of course	Information Technologies
Study level	first degree
Unit running the study programme	Faculty of Management
Study programme	Management
Speciality	
Name of teacher (s) and his academic degree	Wojciech Żarski, MSc, Cezary Graul, MSc
Introductory courses	
Prerequisites	<i>no prerequisites</i>

B. Semester/week schedule of classes

Semester	Lectures	Classes	Laboratories	Project	Seminars	Field exercises	ECTS
fall, spring			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>laboratories</i>

4. METHODS OF EXAMINATION

<i>lab grades</i>

5. SCOPE

Type classes in accordance with point I. B.	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.
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6. LITERATURE

Basic literature	<ol style="list-style-type: none"> 1. Michael Schmalz: <i>Integrating Excel and Access</i>, O'Reilly Media, 2005 2. Chris Grover: <i>Word 2007</i>. Gliwice, Helion 2007 3. John Walkenbach: <i>Excel 2003: bible</i>, Gliwice, Helion 2004
Supplementary literature	<ol style="list-style-type: none"> 1. T. Kołodziejczak, J. Zieliński: <i>Podstawy informatyki</i>. Prószyński i s-ka. Warszawa 1997. 2. Grzegorz Kowalczyk: <i>Word 2003 PL</i>. Gliwice, Helion 2003