

# Computer and Information Technology - course description

General information	
Course name	Computer and Information Technology
Course ID	0110-WP-PED-TNF
Faculty	<a href="#">Faculty of Social Sciences</a>
Field of study	WNS - oferta ERASMUS / Pedagogy
Education profile	-
Level of studies	First-cycle Erasmus programme
Beginning semester	winter term 2019/2020
Head faculty	Faculty of Social Sciences

Course information	
ECTS credits to win	5
Course type	obligatory
Teaching language	english
Author of syllabus	<ul style="list-style-type: none"><li>dr Elżbieta Kołodziejska</li><li>dr Jarosław Wagner</li></ul>

Classes forms					
The class form	Hours per semester (full-time)	Hours per week (full-time)	Hours per semester (part-time)	Hours per week (part-time)	Form of assignment
Class	30	2	-	-	Credit with grade

## Aim of the course

This course aim is to prepare students to use of computer equipment and provides fundamental concepts for using PC based software.

## Prerequisites

The basic knowledge about a computer and the operating system.

## Scope

Topics and workshops about:

ICT; ICT in education, protection of intellectual property, safety in using computer and Internet, computer networks, programs: Microsoft Word, Open/Libre Office Write, Google Docs, Microsoft Excel, Open Office Calc; using Internet for searching data and for communication, preparing HTML websites, data base (Microsoft Access, Open Office Base); multimedia presentations (Microsoft PowerPoint, Open Office Impress);

## Teaching methods

Lecture with demonstration, discussing the readings. Using on-line courses and blended learning. Workshops in the computer lab.

## Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
The student: - has elementary knowledge about processes, tools and techniques of communication using ICT. - can use different ICT sources of information. - can search, select and organize data and make archives. - knows how to present the data using ICT. - knows the influence of ICT on social and economic processes. - can use ICT tools during studies and at work as well. - knows the rules of protecting intellectual property and copyrights.		<ul style="list-style-type: none"><li>Individual mark based on active participation during the course and on the project of a website or a multimedia presentation.</li></ul>	<ul style="list-style-type: none"><li>Class</li></ul>

## Assignment conditions

Individual mark based on active participation during the course and on the project of a website or a multimedia presentation.

## Recommended reading

1. John Walkenbach J., Tyson H., Groh M., Office 2010 Bible, Wiley Publishing, Indianapolis 2010.
2. Duckett J., HTML and CSS: Design and Build Websites, John Wiley & Sons, Indianapolis 2011.

## Further reading

1. Sosinsky B., Networking, Wiley Publishing, Indianapolis 2009.
2. Willard N., Cyber Savvy: Embracing Digital Safety and Civility, Corvin, California 2012.

## Notes

\*The subject can be run every semester, in case there is not enough persons to make a group there will be individual class run during instructor hours.

Modified by dr Jarosław Wagner (last modification: 27-04-2019 16:59)

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