Information technology - course description

General information

Course name	Information technology
Course ID	11.3-WB-OS2P-Infor-S17
Faculty	Faculty of Biological Sciences
Field of study	Environmental Protection
Education profile	academic
Level of studies	First-cycle studies leading to Bachelor's degree
Beginning semester	winter term 2021/2022

Course information

Semester	1
ECTS credits to win	2
Course type	obligatory
Teaching language	english
Author of syllabus	• dr Artur Wandycz

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
Laboratory	20	1,33	-	-	Credit with grade

Aim of the course

Improving computer-related skills. Prepare students to function (e.g.) in an office environment, laboratories equipped with computers.

Prerequisites

None

Scope

The basic computer tasks - using email, finding and downloading information from the web, downloading files from the Internet, data security.

Microsoft Word - work with a documents in text editor, fine-tuning text; layout of the pages; editing and formatting tools; lists; tables; inserting objects; the use of styles.

Microsoft PowerPoint - preparing materials and multimedia presentations.

Microsoft Excel - entering and editing data; calculations in the spreadsheet; analyzing and presenting data; formatting a sheet; creating charts.

Teaching methods

Demonstration, practical classes.

Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
The graduate student searches out and uses available sources of information.	• K1A_U13 • K1A_U18	• activity during the classes • an observation and evaluation of the student's practical skills	• Laboratory
The graduate student owns basic knowledge about computer hardware and wide-ranged acquaintance of operating system Windows and Microsoft Office; ability to creation of complex documents in a text editor (Microsoft Word), calculation sheet (Microsoft Excel) and multimedia presentation (Microsoft PowerPoint), vector graphics; graduate student uses internet and e-mail programs fluently.	• K1A_W35	• a check work • activity during the classes • an observation and evaluation of the student's practical skills	• Laboratory
The graduate student is able to: read letters, reports, instructions, information brochures and other texts, evaluate mediumistic texts critically, use encyclopedia, internet, language dictionaries and specialist dictionaries.	• K1A_U15	• activity during the classes • an observation and evaluation of the student's practical skills	• Laboratory
The student works in a group and organizes work in a certain area.	• K1A_K01	• activity during the classes • an observation and evaluation of the student's practical skills	• Laboratory

Outcome description	Outcome symbols	Methods of verification	The class form
The graduate student is able to create of complex documents in a text editor, calculation sheets and multimedia presentations, vector graphics; graduate student uses internet and e-mail programs fluently.	• K1A_U67	• activity during the classes • an observation and evaluation of the student's practical skills	• Laboratory

Assignment conditions

Positive grades from all tasks and laboratory exercises.

Recommended reading

1. Tyson H.: Word 2010 Bible. Wiley. Indianapolis 2010.

2. Walkenbach J.: Excel 2010 Bible. Wiley. Indianapolis 2010.

3. Wempen F.: PowerPoint 2010 Bible. Wiley. Indianapolis 2010.

Further reading

Notes

Modified by dr Artur Wandycz (last modification: 21-05-2021 11:07)

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