

Information technology - course description

| General information | |
|---------------------|--|
| Course name | Information technology |
| Course ID | 11.9-WE-AutP-InfTechn-Er |
| Faculty | Faculty of Computer Science, Electrical Engineering and Automatics |
| Field of study | Automatic Control and Robotics |
| Education profile | academic |
| Level of studies | First-cycle Erasmus programme |
| Beginning semester | winter term 2021/2022 |

| Course information | |
|---------------------|--|
| Semester | 1 |
| ECTS credits to win | 3 |
| Course type | obligatory |
| Teaching language | english |
| Author of syllabus | <ul style="list-style-type: none">dr inż. Piotr Leżyński |

| 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 | 30 | 2 | - | - | Credit with grade |

Aim of the course

Mastering the skills of working on a computer with Windows

Security rules for using the Internet and electronic communications

Learning the skills of using word processors, spreadsheets, presentation programs, and databases

Prerequisites

no requirements

Scope

Working with a text editor: text formatting rules, applying styles, combining text with graphics, inserting objects.

Preparation of multimedia presentations: graphics preparation, publication on the internet.

Telecommuting in the cloud: user management and security, email in the cloud, shared calendars and contacts, file sharing, direct connections between computers and conferences online.

Spreadsheets: basic concepts (workbook, worksheet, row, column, address), calculations in the worksheet, analyzing and presenting data, macros, data editing, sheet formatting and creating charts. Database. Problems of searching information in the database: correctness, accuracy and speed of receiving information.

Teaching methods

laboratory: laboratory exercises

Learning outcomes and methods of theirs verification

| Outcome description | Outcome symbols | Methods of verification | The class form |
|--|-----------------|--|--|
| A student can make multimedia presentations with numerical visualizations and graphics elements. A student knows the basics of copyrights. | | <ul style="list-style-type: none">an ongoing monitoring during classescarrying out laboratory reports | <ul style="list-style-type: none">Laboratory |
| The Student uses a Internet resources (searches, collects and processes information, publishes own content). | | <ul style="list-style-type: none">an ongoing monitoring during classescarrying out laboratory reports | <ul style="list-style-type: none">Laboratory |
| Student can use a different kind of software (text editors, spreadsheets, databases, web applications) | | <ul style="list-style-type: none">an ongoing monitoring during classescarrying out laboratory reports | <ul style="list-style-type: none">Laboratory |
| The student uses the computer properly, takes care of the security of the operating system and data | | <ul style="list-style-type: none">an ongoing monitoring during classescarrying out laboratory reports | <ul style="list-style-type: none">Laboratory |

Assignment conditions

The condition of passing the laboratory is obtaining positive grades from all laboratory exercises from laboratory program.

Recommended reading

Altman Rick, Altman Rebecca: Po prostu PowerPoint 2003 PL (PowerPoint 2003 Visual QuickStart Guide), Wydawnictwo Helion, Gliwice, 2004

Date C. J.: Wprowadzenie do systemów baz danych, Wydawnictwa Naukowo-Techniczne, 2000

Kowalczyk G.: Word 2003 PL. Ćwiczenia praktyczne, Wydawnictwo Helion, Gliwice, 2004

Langer M.: Po prostu Excel 2003 PL, Helion, Gliwice, 2004

Sportach M.: Sieci komputerowe - księga eksperta, Helion, Gliwice, 1999

Further reading

Notes

Modified by dr hab. inż. Wojciech Paszke, prof. UZ (last modification: 12-07-2021 07:56)

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