Information technology - course description

General information

Course name	Information technology
Course ID	15.0-WE-ELEKTP-IT-Er
Faculty	Faculty of Computer Science, Electrical Engineering and Automatics
Field of study	Electrical Engineering
Education profile	academic
Level of studies	First-cycle Erasmus programme
Beginning semester	winter term 2022/2023

Course information

Semester	1
ECTS credits to win	3
Course type	obligatory
Teaching language	english
Author of syllabus	• dr hab. inż. Jacek Kaniewski

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

Introduction students to support applications and hardware used for the creation, transmission, presentation, preservation and transmission of information

Prerequisites

Scope

Word processing. Consolidation of information concerning the work with a text editor, rules of correctly format the text, the use of styles, combining text and graphics.

Graphic presentation. Preparing materials and multimedia presentations and their publication on the Web.

Services in computer networks. The basics of working with the Internet: using email, finding and downloading information from the web, downloading files from the Internet, transferring files.

Spreadsheets. Basic concepts (workbook, sheet, row, column, address). Calculations in the spreadsheet. Data analyzing and presenting . Macro commands. Entering and editing data. Content, value and cell format. Formatting a sheet. Copy and move. Creating charts. Database functions in the worksheet.

Database. Find information in the database. Correctness, accuracy and speed of information.

Teaching methods

Laboratory: practical classes, laboratory classes

Learning outcomes and methods of theirs verification

Outcome description	Outcome symbols	Methods of verification	The class form
The student uses the computer properly, takes care of the security of the operating system and data		• a quiz • an ongoing monitoring during classes • carrying out laboratory reports	• Laboratory
The Student uses a Internet resources (searches, collects and processes information, publishes own content).		• a quiz • an ongoing monitoring during classes • carrying out laboratory reports	• Laboratory
Student uses the software, uses text editors, spreadsheets, databases.		• a quiz • an ongoing monitoring during classes • carrying out laboratory reports	• Laboratory

Outcome description	Outcome symbols	Methods of verification	The class form
Student prepares materials and multimedia presentations, performs presentation graphics (numerical visualizations). Know the basics of copyrights.		• a quiz • an ongoing monitoring during classes • carrying out laboratory reports	• Laboratory

Assignment conditions

Laboratory - a condition of pass is to obtain positive grades from all laboratory exercises provided for under the laboratory program.

Recommended reading

1. P. John,*Microsoft Office 2021 for Beginners & Advanced Learners: A Step-By-Step Practical Guide to Mastering Word, Excel & Powerpoint 2021*, 2021.

2. Peter Weverka, *Office 2021 All-in-One For Dummies 1st Edition*, For Dummies, 2021.

Further reading

Notes

Modified by dr hab. inż. Krzysztof Sozański, prof. UZ (last modification: 21-04-2022 23:38)

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