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 2017/2018

Course information

Semester	1
ECTS credits to win	2
Course type	obligatory
Teaching language	english
Author of syllabus	• dr inż. Jacek Rusiński

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 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. Analyzing and presenting data. 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 a Internet resources (searches, collects and processes information, publishes own content).		• a quiz • an ongoing monitoring during classes • carrying out laboratory reports	• Laboratory
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
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
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

Assignment conditions

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

Hunt C.: TCP/IP - Administracja sieci, RM, 2003

Kopertowska M., Łuszczyk E.: PowerPoint 2003 wersja PL. Ćwiczenia, Wydawnictwo Mikom, Warszawa, 2004

Parker C. R.: Skład komputerowy w minutę, Intersoftland / Prentice Hall International, Warszawa, Polska / Hemel Hempstead, England, 1997

Synarska A.: Ćwiczenia z makropoleceń w Excelu, Mikom, Warszawa, 2000

Notes

Modified by dr inż. Jacek Rusiński (last modification: 20-04-2017 19:51)

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