

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	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	

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 inż. Piotr Leżyński (last modification: 27-04-2020 23:30)

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