



## DESCRIPTION OF THE OBJECT

<b>FIELD OF STUDY</b>	<b>Management</b>
<b>SPECIALISATION</b>	Trade and services
<b>MODE OF STUDY</b>	Full-time studies / Part-time studies
<b>SEMESTER</b>	1

<b>Name of the subject</b>	<b>Information technology</b>
<b>Hourly dimension of particular forms of classes</b> <ul style="list-style-type: none"><li>lectures</li><li>other forms</li></ul>	Full-time studies – 30 Part-time studies - 18
	Full-time studies – 10 Part-time studies – 8
	Full-time studies – 20 Part-time studies - 10

<b>Learning objectives:</b>	<ul style="list-style-type: none"><li>– acquainting oneself with the basic knowledge about operating systems, their classification and practical use of system configuration elements</li><li>– acquiring skills of practical use of office suite applications useful for particular courses of study</li><li>– discussing information security when using information resources</li><li>– discussing the principles of working in a computer network</li></ul>
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<b>Learning outcomes for the subject</b>		<b>Reference of learning outcomes for the programme</b>	<b>The reference to the learning outcomes for the area</b>
<b>Number</b>	<b>Learning outcomes, a student who has successfully completed the course will be able to:</b>		
EK_W01	Provide a classification of operating systems, describe general principles of their installation and configuration elements in the Polish environment	K_W11	P6S_WG
EK_W02	Discuss the programs of the Ms Office suite and explain their functionalities and principles of using particular programs	K_W05	P6S_WG
EK_W03	Explain the basics of network work with consideration to the security of information processing	K_W08	P6S_WG
EK_U04	Edit a document created in Ms Word, format the text stream in the document and review the document	K_U12	P6S_UK
EK_U05	Process and analyse data using Ms Excel and use spreadsheet functions to create analyses	K_U11	P6S_UW

EK_U06	Make practical use of MS Office programs to manage tabular data and use the functionalities of these programs	K_U03	P6S_UW
EK_U07	Use Ms PowerPoint to prepare a presentation related to the industry and select appropriate techniques to combine objects in the presentation	K_U09	P6S_UW
EK_U08	Use the web to create projects and share information	K_U08	P6S_UK
EK_K09	Be open to the use of modern information technologies in management processes	K_K05	P6S_KO

Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	<b>Lectures</b>	
T_01	Basic definitions of computer science, the concept of algorithmization of problems, History of computer systems, elements of configuring an operating system, using a graphical user interface	EK_W01 EK_U08 EK_K09
T_02	Use of information resources, organisation of file resources, file storage structure, management of file resources, starting and installing application programs, software installation, principles of working in a network	EK_W01 EK_W02 EK_W03
T_03	Basics of document editing in Word, text formatting and text stream formatting, embedding objects in a document, checking and reviewing a document	EK_W02 EK_U04
T_04	General spreadsheet structure, principles of cell addressing, construction of formulas in a spreadsheet, principles of using tables in a spreadsheet, processing data in tables	EK_W02 EK_U05 EK_U06
T_05	Combining objects, creating Projects and presentations using PowerPoint, principles of protecting information resources and safety of working in a network	EK_W02 EK_U07 EK_K09

	<b>Exercises</b>	
T_06	Using the control panel to configure the operating system, becoming familiar with the system registry	EK_W01 EK_W03 EK_U08 EK_K09
T_07	Editing and formatting a multi-page document, the basics of creating and managing styles in a document, inserting graphical objects in a document, saving a document in different formats	EK_W02 EK_U04 EK_U08
T_08	Creating and formatting a spreadsheet, creating formulas in a spreadsheet, using ready-made spreadsheet functions for analytical calculations, basics of using conditional formulas	EK_W02 EK_U04 EK_U05

T_09	Table in a spreadsheet as a database, formatting tables, managing table data (sorting, filtering data), using forms to manage tables	EK_W02 EK_U04 EK_U05 EK_U06
T_10	Inserting and formatting tables in a Word document, copying and pasting table data between applications	EK_W02 EK_U04 EK_U06 EK_U08
T_11	Basics of creating presentations using PowerPoint, using advanced presentation techniques, animations in a presentation, combining objects in a presentation	EK_W02 EK_K03 EK_U07 EK_U08 EK_K09
T_12	Networking with resource sharing and project organization, use of the Internet in a small and medium-sized company, work safety in company networks and on the Internet	EK_W03 EK_U08 EK_K09
T_13	Security basics in information processing, protecting worksheets and workbooks in Excel, securing documents in Word, saving information in different file formats	EK_W02 EK_W03 EK_K09

Methods and forms of teaching	Educational and curricular content
Lecture with multimedia presentation of selected issues	T_02 – 05
Conversation lecture	
Problem-based lecture	
Informative lecture	T_01
Discussion	
Working with text	
Case study method	
Problem-based learning	
Didactic/simulation game	
Exercise method	T_06 – 10, T_13
Workshop method	
Project method	
Multimedia presentation	T_11, T_12
Audio and/or video demonstrations	
Activation methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, „snowball” method, constructing „mind maps”)	
Inne (jakie?) – ...	
...	

Evaluation criteria in relation to particular learning outcomes				
Learning outcome	For assessment 2	For assessment 3	For assessment 4	For assessment 5
EK_W01	The student is unable to give a classification of operating systems and describe the general	The student is able to give a classification of operating systems and describe the general principles of using operating systems	The student will not only be able to give a classification of operating systems and describe the general	Students will not only be able to give a classification of operating systems and describe the general principles of using

	principles of using operating systems.		principles of using operating systems, but will also be able to describe and configure elements in the Polish environment	operating systems but will also be able to describe the process of system installation and configuration elements in a Polish environment.
EK_W02	The student is not able to discuss individual programs of the Ms Office suite.	Students will be able to discuss individual programs of the Ms Office office suite.	The student is not only able to discuss the programs of the Ms Office suite, but is also able to explain their basic functionalities	The student is not only able to discuss the programs of the Ms Office suite and explain their functionalities, but is also able to discuss how to use particular programs
EK_W03	The student is unable to explain the basics of working in a network	The student is able to explain the basics of working in a network	The student will not only be able to explain the basics of working on a network, but will also be able to explain the safety rules for processing information on the network	The student will not only be able to explain the basics of networking with respect to security of information processing, but will also be able to give examples of types of networks
EK_U04	Student cannot edit a document created in Ms Word.	Student is able to edit a document created in Ms Word	The student is not only able to edit a document created in Ms Word, but is also able to format the text stream in the document	The student is not only able to edit a document created in Ms Word, but is also able to format the text stream in the document and review the document
EK_U05	The student is not able to process and analyse company data in Ms Excel	The student is able to process and analyse company data using Ms Excel	The student is able to process and analyse company data using Ms Excel, he/she is also able to use the indicated spreadsheet functions	The student is not only able to process and analyse company data using Ms Excel, but is also able to use appropriate spreadsheet functions independently
EK_U06	The student is not able to practically use MS Office programs for managing tabular data.	The student is able to use MS Office programs practically to manage tabular data	The student is not only able to make practical use of MS Office programs to manage tabular data, but is also able to use the indicated functionalities of these programs in the management process	The student is not only able to use MS Office programs to manage tabular data practically, but is also able to use the functionalities of these programs in the management process
EK_U07	The student is not able to use Ms PowerPoint to prepare a presentation	Student is able to use Ms PowerPoint to present company information	Students will not only be able to use Ms PowerPoint to present their analysis, but they will also be able to use the indicated techniques to combine objects in the presentation	The student is not only able to use Ms PowerPoint to prepare presentations of company analyses and data, but is also able to independently select the appropriate techniques for combining objects in the presentation
EK_U08	The student is not able to use the web to obtain information	The student is able to use the web to obtain information	The student is not only able to use the web to obtain information, but is also able to use the indicated web applications	The student is not only able to use the web for data sharing and information retrieval, but is also able to use web applications independently
EK_K09	The student is not aware of the importance of the use of modern information technologies in the organisation of work	Student is aware of the importance of the application of modern information technologies in company management	The student is open to the use of modern information technologies in company management	The student is not only open to the use of modern information technologies in management, but is also aware of their

				importance in facilitating business management
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Verification of learning outcomes	EK symbols for the module/subject								
	W01	W02	W03	U04	U05	U06	U07	U08	K09
Written examination									
Oral examination									
Written credit									
Oral credit	X	X	X	X	X	X	X	X	X
Written colloquium									
Oral colloquium									
Test									
Project									
Written work									
Report									
Multimedia presentation	X	X	X	X	X	X	X	X	X
Work during exercise	X	X	X	X	X	X	X	X	X
Other (which?) -									

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	8
2. Other forms (joint participation of academic staff and students)	20	10
3. Consultation with the teacher	-	-
<b>Total 1+2+3</b>	<b>30</b>	<b>18</b>
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	20	32
<b>Total 4+5</b>	<b>20</b>	<b>32</b>
<b>SUMMARY 1+2+3+4+5</b>	<b>50</b>	<b>50</b>
<b>Total ECTS credits according to the study plan</b>	<b>2</b>	

<b>Reference literature</b>	<ul style="list-style-type: none"> <li>- Kopertowska Mirosława: <i>ECDL. Arkusze kalkulacyjne</i>, Wydawnictwo MIKOM, Warszawa 2007</li> <li>- Kopertowska Mirosława: <i>ECDL. Przetwarzanie tekstów</i>, Wydawnictwo MIKOM, Warszawa 2007</li> <li>- Kopertowska Mirosława: <i>ECDL. Bazy danych</i>, Wydawnictwo MIKOM, Warszawa 2007</li> <li>- Kopertowska Mirosława: <i>ECDL. Użytkowanie komputerów</i>, Wydawnictwo MIKOM, Warszawa 2007</li> <li>- Kopertowska Mirosława: <i>ECDL. Usługi w sieciach informatycznych</i>, Wydawnictwo MIKOM, Warszawa 2007</li> </ul>
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	<ul style="list-style-type: none"><li>- Mirosława Kopertowska: ECDL. <i>Podstawy technik informatycznych</i>, Wydawnictwo MIKOM, Warszawa 2007</li><li>Mirosława Kopertowska: ECDL. <i>Grafika menedżerska i prezentacyjna</i>, Wydawnictwo MIKOM, Warszawa 2007</li></ul>
<b>Complementary literature</b>	<ul style="list-style-type: none"><li>- <i>Documentation of operating systems - Internet sources</i></li><li>- <i>Presentations used during the lectures as PDF documents</i></li></ul>