



DESCRIPTION OF THE OBJECT

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

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| Name of the subject | Information technology |
| Hourly dimension of particular forms of classes <ul style="list-style-type: none">lecturesother forms | Full-time studies – 30 Part-time studies - 18 |
| | Full-time studies – 10 Part-time studies – 8 |
| | Full-time studies – 20 Part-time studies - 10 |
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| Learning objectives: | <ul style="list-style-type: none">– acquainting oneself with the basic knowledge about operating systems, their classification and practical use of system configuration elements– acquiring skills of practical use of office suite applications useful for particular courses of study– discussing information security when using information resources– discussing the principles of working in a computer network |
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| Learning outcomes for the subject | | | |
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| Number | Learning outcomes, a student who has successfully completed the course will be able to: | Reference of learning outcomes for the programme | The reference to the learning outcomes for the area |
| 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 |

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| 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 |
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| | Lectures | |
| 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 |

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| | Exercises | |
| 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 |

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| 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 |
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| 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 | | | | |
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| 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 |

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| | 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 |

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| | | | | importance in facilitating business management |
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| Verification of learning outcomes | EK symbols for the module/subject | | | | | | | | |
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| | 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 |
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| 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 | - | - |
| Total 1+2+3 | 30 | 18 |
| 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 |
| Total 4+5 | 20 | 32 |
| SUMMARY 1+2+3+4+5 | 50 | 50 |
| Total ECTS credits according to the study plan | 2 | |

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