Module name	Information Technology
Studies cycle	I
Semester	I-6
ECTS	6
ECTS points hour equivalents	**Contact hours (work with an academic teacher)** 30 **Total number of hours with an academic teacher** 30 **Number of ECTS points with an academic teacher** 3 **Non–contact hours (students' own work)** 100 **Total number of non–contact hours** 100 **Number of ECTS points for non–contact hours** **3** **Total number of ECTS points for the module** **6**
Website	
Language of instruction	English
Short description	The module covers the knowledge in the area of operatingsystem,networking,Internet and Officesuite. Within the operating system module, students will gain practical skills in the area of Windows operating system basic configuration and the utilities. Thenetworking and Internet module provides practicalknowledge in the area of network configuration, the use ofInternet sources of information and network applications like web browsers, email applications. The main part of the course will concern the officesuite: word processor Microsoft Word (text formatting, templates, graphics, indexes, tables of contents and mail merge), Microsoft Excel spreadsheet(calculation, formatting,pivot tables and macro programming) and slide show presentation program Microsoft PowerPoint (slide show configuration, graphics, presentation templates, animations, running the presentation). Teaching process will be supported by e-learning platform Virtual Campus.
Full description	**The laboratory covers the following issues:** 1. Microsoft Windows operating system –basic configuration and applications 2. Microsoft Windows network configuration 3. Internet and Web browsers – usage and plugins 4. Microsoft Word – introduction 5. Microsoft Word – documents creation 6. Microsoft Word – graphics 7. Microsoft Word – indexes and table of contents 8. Microsoft Word – mail merge 9. Microsoft Excel – introduction 10. Microsoft Excel – advanced formulas 11. Microsoft Excel –processing of large data sets 12. Microsoft Excel – data analysis 13. Microsoft Excel – forms 14. Microsoft PowerPoint – preparing and running the presentation 15. Macro – recorded macros 16. Macro – VBA programming
Reading list	1. Alexander, M., Walkenbach, J., Excel Dashboards and Reports, 2nd Edition,Wiley, 2013. 2. Bucki, L.A., Word 2013 Bible, Wiley, 2013. 3. Mansfield, R., Mastering VBA for Microsoft Office 2016, Wiley, 2016. 4. Mansfield, R., Mastering VBA for Microsoft Office 2013, Wiley, 2013. 5. Marmel, E., Office 2013 Simplified, Wiley, 2013. 6. Walkenbach, J., Excel 2013 Formulas,Wiley, 2013. 7. Walkenbach, J., Excel 2013 Power Programming with VBA,Wiley, 2013. 8. Walkenbach, J., Excel 2013 Bible,Wiley, 2013. 9. Wempen, F., PowerPoint 2013 Bible, Wiley, 2013.

Educational outcomes	**KNOWLEDGE** 1. The construction of a computer, operating system, peripherals and network 2. The benefits of the Internet 3. The functionality of the most popular office applications **SKILLS** 1. Basic operating system configuration 2. Performing advanced operations using Microsoft Office 3. Configuring network applications and using the Internet **ATTITUDES** 1. Awareness of technological progress and the rapid development of IT 2. Willingness to learn new technologies 3. Awareness of the benefits and risks resulting from the use of IT
Assessment methods and criteria	Practical exercises, activity during the classes.
Teaching methods	Practical exercises, presentations, group work, e-learning.
Educational outcomes verification methods	Practical exercises, quizzes, discussion.
Prerequisites	Basic knowledge of IT (software and hardware)
Comments	Teaching process will be supported by e-learning platform Virtual Campus.
Type of classes	Laboratory
Academic teacher	Łukasz Wiechetek, PhD
Number of hours	30
Reading list	1. Alexander, M., Walkenbach, J., Excel Dashboards and Reports, 2nd Edition,Wiley, 2013. 2. Bucki, L.A., Word 2013 Bible, Wiley, 2013. 3. Mansfield, R., Mastering VBA for Microsoft Office 2016, Wiley, 2016. 4. Mansfield, R., Mastering VBA for Microsoft Office 2013, Wiley, 2013. 5. Marmel, E., Office 2013 Simplified, Wiley, 2013. 6. Walkenbach, J., Excel 2013 Formulas,Wiley, 2013. 7. Walkenbach, J., Excel 2013 Power Programming with VBA,Wiley, 2013. 8. Walkenbach, J., Excel 2013 Bible,Wiley, 2013. 9. Wempen, F., PowerPoint 2013 Bible, Wiley, 2013.
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A list of topics	1. Microsoft Windows operating system – basic configuration and applications 2. Microsoft Windows network configuration 3. Internet and Web browsers – usage and plugins 4. Microsoft Word – introduction 5. Microsoft Word – documents creation 6. Microsoft Word – graphics 7. Microsoft Word – indexes and table of contents 8. Microsoft Word – mail merge 9. Microsoft Excel – introduction 10. Microsoft Excel – advanced formulas

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