Basic information about the subject (independent of the cycle)

Module name	Information Technology
Erasmus code	
ISCED code	
Language of instruction	English
Website	
Prerequisites	Basic knowledge of IT (software and hardware)
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)**: 30 **Total number of non-contact hours** 30 **Number of ECTS points for non-contact hours**: 3 **Total number of ECTS points for the module:** 6
Educational outcomes verification methods	Practical exercises, quizzes, presentation.
Description	The module covers the knowledge and skills in the area of operating systems, networking, Internet and office suites. Within the operating system module, students will gain practical skills in the area of operating system basic configuration, utilities and virtualization. The networking and Internet module provides practical knowledge in the area of network topology and configuration, the use of network applications like web browsers, email tools, cloud applications and e-learning platforms. The main part of the course will concern the office suits: word processors (text formatting, templates, graphics, indexes, tables of contents and mail merge), spreadsheets (calculation, formatting, pivot tables, charts and maps), presentation programs (slide show configuration, graphics, presentation templates, animations, audio, running the presentation) and office suits automation with macros (recorded and written). The course will be supported by e-learning platform Virtual Campus.
Reading list	1. Alexander, M., Walkenbach, J., Excel Dashboards and Reports, 2nd Edition, Wiley, 2013. 2. Bos H., Tanenbaum, A. S. Modern Operating Systems: Global Edition, Pearson 2014. 3. Bucki, L.A., Word 2013 Bible, Wiley, 2013. 4. Mansfield, R., Mastering VBA for Microsoft Office 2016, Wiley, 2016. 5. Mansfield, R., Mastering VBA for Microsoft Office 2013, Wiley, 2013. 6. Marmel, E., Office 2013 Simplified, Wiley, 2013. 7. Tanenbaum A. S., Computer Networks, Prentice Hall, 2011. 8. Walkenbach, J., Excel 2013 Formulas, Wiley, 2013. 9. Walkenbach, J., Excel 2013 Power Programming with VBA, Wiley, 2013. 10. Walkenbach, J., Excel 2013 Bible, Wiley, 2013. 11. Wempen, F., PowerPoint 2013 Bible, Wiley, 2013.

	12. www.openoffice.org

Educational outcomes	**KNOWLEDGE**
	  1. Architecture of a computer, operating system, and computer network
	  2. The benefits of the Internet
	  3. The functionality of the most popular office applications
	SKILLS
	  1. Basic operating system configuration
	  2. Configuring Windows network
	  3. Using SaaS applications
	  4. Performing advanced operations using office suits
	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

Practice	• Operating system configuration • Virtual computer creation • Making network cable • Windows network configuration • Using popular online office suites • Performing advanced operations in spreadsheets • Writing macros in Microsoft Excel.

Information about classes in the cycle

Website	
Educational outcomes verification methods	Practical exercises, quizzes, presentation.
Comments	The course will be supported by e-learning platform Virtual Campus.
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Educational outcomes	**KNOWLEDGE** 1. Architecture of a computer, operating system, and computer network

	2. The benefits of the Internet 3. The functionality of the most popular office applications **SKILLS** 1. Basic operating system configuration 2. Configuring Windows network 3. Using SaaS applications 4. Performing advanced operations using office suits **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
A list of topics	1. Operating systems – basic configuration and applications 2. Microsoft Windows network configuration 3. Internet and Web browsers – usage and plugins 4. Online office suites 5. Preparing and running business presentations 6. Text editor – introduction 7. Text editor – documents creation 8. Text editor – graphics 9. Text editor – indexes and table of contents 10. Text editor – mail merge 11. Spreadsheet – introduction 12. Spreadsheet – advanced formulas 13. Spreadsheet – processing of large data sets 14. Spreadsheet – data analysis and visualization 15. Spreadsheet – forms 16. Macros – recording 17. Macros – VBA programming
Teaching methods	Practical exercises, presentations, group work, e-learning.
Assessment methods	Practical exam, activity during the classes.