Title **Information Technology**	Code **1011101311011160585**
Field **Management - Full-time studies - First-cycle studies**	Year / Semester **1 / 1**
Specialty **-**	Course **core**
Hours Lectures: **-** Classes: **-** Laboratory: **3** Projects / seminars: **-**	Number of credits **2**
	Language **polish**

Lecturer:

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Status of the course in the study program:

Core

Assumptions and objectives of the course:

Students should obtain the knowledge necessary for using computer and software on the level similar to the requirements of European Computer Driving Licence (ECDL).

Contents of the course (course description):

Basic study curriculum include: computer graphic, word processing (e.g. font and paragraph formatting, tables, numbering, outline, styles and table of contents, mailing lists, object inserting), spreadsheets (e.g. cell format, using relative and absolute addressing, constructing formulas, crating and editing charts, work with data), collecting and processing information, preparing simple Web pages and web publishing rules.

Introductory courses and the required pre-knowledge:

Basic knowledge of secondary school

Courses form and teaching methods:

Exercises in computer laboratory

Form and terms of complete the course - requirements and assessment methods:

Practical tests

Basic Bibliography:

Additional Bibliography: