

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Information Technology		Code 1011104111011161956
Field of study Safety Engineering - Part-time studies - First-	Profile of study (general academic, practical) (brak)	Year /Semester 1 / 1
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) obligatory
Cycle of study: First-cycle studies	Form of study (full-time,part-time) part-time	
No. of hours Lecture: - Classes: - Laboratory: 30 Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art technical sciences Technical sciences		ECTS distribution (number and %) 2 100% 2 100%
Responsible for subject / lecturer: dr inż. Krzysztof Hankiewicz email: krzysztof.hankiewicz@put.poznan.pl tel. 616653408 Wydział Inżynierii Zarządzania ul. Strzelecka 11 60-965 Poznań		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	The student has basic computer science knowledge of the high school curriculum
2	Skills	Student can operate basic computer programmes
3	Social competencies	Student is active and willing to participate in the discussion on a given topic
Assumptions and objectives of the course: The aim of the course is to give basic information in the field of computer science and to prepare the student to use a computer at the level of the European Computer Driving Licence (ECDL).		
Study outcomes and reference to the educational results for a field of study		
Knowledge:		
1. Student knows the current trends and best practices in information technology - [K1A_W16]		
2. Student knows the basic techniques and tools used to solve simple engineering tasks using information technology - [K1A_W25]		
Skills:		
1. Students can acquire, integrate, interpret information from literature, databases and other selected sources - [K1A_U01]		
2. Student know how to use the theoretical knowledge to describe and analyse of the causes and processes and phenomena of social (cultural, political, legal, economic) and is able to formulate their own opinions, and choose the critical data and methods of analysis - [K1A_U02]		
3. Student is able to use information and communication technology for the tasks of typical engineering activities - [K1A_U07]		
Social competencies:		
1. Student understands the need and knows the possibilities of lifelong learning - [K1A_K01]		
2. Student can work in team - [K1A_K02]		
3. Student understands the need to provide information and opinions on the achievements of technology and other aspects of engineering - [K1A_K07]		
Assessment methods of study outcomes		

Formative assessment: using computer applications tests Collective assessment: the average of marks given		
Course description		
The main presented issues include: history of computer science, the basics of information technology, operating systems, the Windows operating system, network components and structure, computer network services, history of Internet , Web services, essential tools of MS Office, computer graphics, word processing , spreadsheets, collecting and processing of data.		
Basic bibliography: 1. Murray K., Microsoft Word 2010 PL. Praktyczne podejście, Helion 2011 2. Masłowski K., Excel 2010 PL, Helion 2010 3. Materiały do zajęć dostępne na stronach internetowych		
Additional bibliography: 1. Poradnik Webmastera, Paweł Wimmer http://webmaster.helion.pl		
Result of average student's workload		
Activity	Time (working hours)	
1. Participation in laboratory classes	30	
2. Preparation for laboratory classes	23	
3. Discussion of exercises problems	2	
Student's workload		
Source of workload	hours	ECTS
Total workload	55	2
Contact hours	32	2
Practical activities	30	1