

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Information Technology</b>		Code <b>1011104311011161956</b>
Field of study <b>Management - Part-time studies - First-cycle</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>1 / 1</b>
Elective path/specialty <b>-</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>obligatory</b>
Cycle of study: <b>First-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: - Classes: - Laboratory: <b>16</b> Project/seminars: -		No. of credits <b>3</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art <b>technical sciences</b>		ECTS distribution (number and %) <b>3 100%</b>
<b>Responsible for subject / lecturer:</b> dr Ryszard Danecki email: ryszard.danecki@put.poznan.pl tel. 616653388 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr inż. Krzysztof Hankiewicz email: krzysztof.hankiewicz@put.poznan.pl tel. 616653408 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student has basic computer science knowledge of the high school curriculum
2	<b>Skills</b>	Student can operate basic computer programmes
3	<b>Social competencies</b>	Student is active and willing to participate in the discussion on a given topic
<b>Assumptions and objectives of the course:</b> 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).		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Student has a basic knowledge of management science and their meaning - [K1A_W01] 2. Student knows the methods and tools for data collection, processing, selection and distribution of information - [K1A_W11] 3. Student knows the methods and tools of descriptive statistics and their application to modeling of processes in organizations - [K1A_W12] 4. Student knows the methods and tools for modeling processes between market participants - [K1A_W13]		
<b>Skills:</b>		
1. Student is able to plan and carry out experiments, including measurements and computer simulations to interpret the results and draw conclusions - [K01-InzA_U1] 2. Student can use to formulate and solve engineering tasks analytical and simulation methods as well experiments - [K01-InzA_U2]		
<b>Social competencies:</b>		
1. Student recognizes and understands the importance and impact of non-technical aspects of engineering, including its impact on the environment - [K01-InzA_K1] 2. Student knows that creating products to satisfy the needs of users requires a system approach in consideration technical, economic, marketing, legal, organizational and financial requirements - [K01-InzA_K2]		

<b>Assessment methods of study outcomes</b>
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Formative assessment: assessment of the progress of the task Collective assessment: final test		
<b>Course description</b>		
Principles of safe handling of data and best practices for use of computers. Spreadsheets in engineering practice and business. The rules for creating and publishing documents. Creating simple HTML documents and their publication on the web server. Introduction to design the structure of documents using word processing styles and style sheets (CSS) in HTML documents.		
<b>Basic bibliography:</b>		
1. Praca zbiorowa Word, Excel, Powerpoint. Podręczniki użytkownika Microsoft Press 2010 2. Other basic handbooks for Office 2010		
<b>Additional bibliography:</b>		
1. Websites with HTML and CSS courses 2011		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Participation in laboratory classes	16	
2. Preparation for laboratory classes	34	
3. Preparation for tests	8	
4. Discussion of exercises problems	10	
5. Tests	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	70	3
Contact hours	16	1
Practical activities	16	1