		STUDY MODULE D	ESCRIPTION FORM			
	f the module/subject	ring		Code 1010601211010641272		
Field of Mec	^{study} hanical Engineer	ring	Profile of study (general academic, practical) (brak)	Year /Semester		
	e path/specialty	-	Subject offered in: Polish	Course (compulsory, electi obligatory		
Cycle c	f study:		Form of study (full-time,part-time))		
	First-cyc	cle studies	full-	full-time		
No. of I	_			No. of credits		
Lectu	re: 2 Classes	s: - Laboratory: -	Project/seminars:	- 2		
Status	-	program (Basic, major, other) (brak)	(university-wide, from another	,		
	(brak)					
Educat	on areas and fields of sci	ECTS distribution (number and %)				
technical sciences				2 100%		
	Technical scie	ences		2 100%		
Responsible for subject / lecturer: dr inż. Jarosław Adamiec email: jaroslaw.adamiec@put.poznan.pl tel. 61 665 2254 Wydział Maszyn Roboczych i Transportu						
	Piotrowo 3, 60-965 Po					
Prere	equisites in term	s of knowledge, skills an	d social competencies:	:		
1	Knowledge	The basic body of knowledge from peripherals and software configured to the		bles of operation of computers		
2	Skills	Ability to use personal computer	rs and their hardware configura	ation.		
3	Social competencies	Teamwork skills, logical and ana rational decisions.	alytical problem solving, self-rel	liance and the ability to make		
Assu	mptions and obj	ectives of the course:				
	rview of issues in infor study.	rmation technology, to the extent s	specified by the content of the o	curriculum appropriate for the		
2. Dev	eloping students' skills	8:				
- Oper	ating and configuring p	personal computers,				
	and specialized operation	•				
	•	iques supporting engineering,				
- Pursue their own interests.						
3. Dev	elopment of students Study outco	teamwork skills. mes and reference to the	educational results for	r a field of study		
Knov	vledge:			-		
1. Has	an elementary knowle	edge of the fundamentals of comp	uter science - [K1A_W13]			
Skills	s:					
1. Is able to obtain information from the literature, internet, databases and other sources [K1A_U03]						
2. Is able to prepare and submit a short, verbal and multimedia presentation dedicated to the results of an engineering task. [K1A_U05]						
		are for word processing of technic heet and keeping a simple relation		bles, technical and economic		
Socia	al competencies:					

1. Understands the need and knows the possibilities of lifelong learning. - [K1A_K01]

2. Is aware of and understands the importance and impact of non-technical aspects of mechanical engineering activities and its impact on the environment and responsibility for own decisions. - [K1A_K02]

3. Has a sense of responsibility for one?s own work and is willing to comply with the principles of teamwork and taking responsibility for collaborative tasks. - [K1A_K04]

Assessment methods of study outcomes

Multiple-choice test

Course description

Presentation of the construction of computers, basic and advanced office software used at the stage of study and subsequent work, to present basic and advanced information in the text processing, engineering data, engineering calculations, obtaining and processing the static graphics and mobility, the basics of web development. Indication of the direction of self-education in the field of computer science in relation to subsequent academic classes. Software: word processing, spreadsheets, graphics editors, editors, web, database, software useful for engineering calculations.

Basic bibliography:

1. Tłum. Krzysztof Zdrojewski, Sławomir Furmanek: Akademia sieci Cisco. HP IT. Technologia informacyjna. Cz. 1 i 2, Wyd. MIKOM, Warszawa, 2005 r.

2. . M.M. Sysło: "Informatyka i technologia informacyjna w szkole", Instytut Informatyki Uniwersytetu Wrocławskiego i Stowarzyszenie Nauczycieli Technologii Informacyjnej, Wrocław, 2004r.

3. Wrotek: Informatyka Europejczyka. Technologia informacyjna, Wyd. Helion, 2006,

4. G. Hermanowska, W. Hermanowski: Technologia informacyjna. Podręcznik. Liceum. Technikum." Wydawnictwo OPERON

Additional bibliography:

1. Steve Schwartz, Po prostu Office 2010, Wyd. Helion 2011

2. Elizabeth Castro, Po prostu HTML 4, Wyd. Helion 2003

Result of average student's workload

Activity	Time (working hours)				
1. Lectures	30				
2. Own work with the material of the lecture	10				
3. Consultation	4				
4. Preparing to the exam	10				
5. Exam	2				
Student's workload					
Source of workload	hours	ECTS			
Total workload	56	2			
Contact hours	36	1			
Practical activities	0	0			