STUDY MODULE DESCRIPTION FORM

Name of the module/subject	Code
Information Technology	**1011105211011101956**

Field of study	Profile of study (general academic, practical)	Year /Semester
Engineering Management - Part-time studies -	**(brak)**	**1 / 1**
Elective path/specialty	Subject offered in:	Course (compulsory, elective)
-	**Polish**	**obligatory**

Cycle of study:	Form of study (full-time,part-time)
First-cycle studies	**part-time**

No. of hours	No. of credits
Lecture: **-** Classes: **-** Laboratory: **16** Project/seminars: **-**	**3**

Status of the course in the study program (Basic, major, other)	(university-wide, from another field)
(brak)	**(brak)**

Education areas and fields of science and art	ECTS distribution (number and %)

Responsible for subject / lecturer:

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Prerequisites in terms of knowledge, skills and social competencies:

1	**Knowledge**	Basic knowledge of secondary school
2	**Skills**	Basic computer literacy
3	**Social competencies**	Able to work in computer laboratory group

Assumptions and objectives of the course:

-Students should achieve fluency in spreadsheet calculations, especially in engineering and planning. They should be able to prepare technical reports and documentation in the form of Web pages. They should understand the difference between logical structure of a document and its graphical view and formatting.

Study outcomes and reference to the educational results for a field of study

Knowledge:

1. Students are able to describe means for logical structure definition and print and screen formatting in office editors and HTML documents. - [[(T1A_W02) K1A_W09]
2. Students understand the terminology of Web page construction and operation. - [(T1A_W02) K1A_W10]
3. Students can describe the range of optimization problems that can be solved in spreadsheet applications. - [(InzA_W05) KInzA_W05]

Skills:

1. Students are able to prepare Web pages appropriate for technical and scientific contents. - [T1A_U05 K1A_U05]
2. Students are able to solve a variety of spreadsheet tractable problems. - [(T1A_W02) K1A_W10]
3. Students are able to use problem solving applications for optimization problems. - [(T1A_U09) K1A_U09 i (T1A_U14) K1A_U14]

Social competencies:

1. Is aware of computer data security and the interests and rights of their users. - [(T1A_KO2) K1A_K02]

Assessment methods of study outcomes

-Practical tests in laboratories (70%)
Home assignment in information architecture design (30%)

Course description

Principles of co-operation with the company's Desktop Publishing department. Ways of defining the logical structure and appearance of documents: from office editors and printer control languages to HTML / CSS.

A series of computational tasks in spreadsheets with the emphasis on the conditional and data base functions. Solver and an example of linear programming problem. Preparation of simple HTML documents with a technical report.

Program methods:

- He works with a prince
- Demonstration method
- Laboratory method

Basic bibliography:

1. Microsoft documentation for current versions of Excel
2. Internet resources for Web developers
3. Microsoft documentation for current versions of Excel
4. Internet resources for Web developers

Additional bibliography:

1. John WalkenbachExcel 2010 Formulas (Mr. Spreadsheet's Bookshelf) Willey 2011
2. John Walkenbach, John Walkenbach's Favorite Excel 2010 Tips and Tricks Willey 2011
3. John WalkenbachExcel 2010 Formulas (Mr. Spreadsheet's Bookshelf) Willey 2011
4. John Walkenbach, John Walkenbach's Favorite Excel 2010 Tips and Tricks Willey 2011

Result of average student's workload

Activity	Time (working hours)
1. Laboratory classes	16
2. Preparation for the laboratory	16
3. Literature studies	13

Student's workload

Source of workload	hours	ECTS
Total workload	45	3
Contact hours	16	1
Practical activities	16	1