



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

IT Tools

### Course

Field of study

Computing

Area of study (specialization)

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

1/1

Profile of study

general academic

Course offered in

Polish

Requirements

compulsory

### Number of hours

Lecture

12

Laboratory classes

12

Other (e.g. online)

Tutorials

Projects/seminars

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

Bartłomiej Prędko, PhD.

Responsible for the course/lecturer:

### Prerequisites

With accordance with government teaching programme available at: [http://bip.men.gov.pl/men/bip/akty\\_prawne/rozporzadzenie\\_20081223\\_zal\\_4.pdf](http://bip.men.gov.pl/men/bip/akty_prawne/rozporzadzenie_20081223_zal_4.pdf) it is assumed, that student has basic knowledge of:

- in computer science: IVth degree of education, basic level.

Besides, student should have basic social competence like honesty, responsibility, persistence, curiosity and creativity, respect for others.

### Course objective

The goal of this course is to present students with basic system and application software that will be useful for them during the entire studies. We present an advanced approach to common office applications. Students are encouraged to find new use for the familiar software. We also try to support students in group work.

### Course-related learning outcomes

Knowledge



1. Student has organized, well founded general knowledge in computer architecture, operating system, network technologies, computer programming languages and computer graphics.
2. Student has knowledge of current trends in computing and associated sciences.
3. Student has knowledge of ethical matters concerning the use of computers and computer software; understands dangers of electronic crime.
4. Student has basic knowledge of patent law, intellectual rights and personal data protection.

#### Skills

1. Student can use information-communication technologies used in computer science projects.
2. Student can notice social, economic and legal aspects while solving computer science problems.

#### Social competences

1. Student knows, that skills and knowledge can quickly become obsolete.
2. Student is aware of social responsibilities of technical university graduate, especially understand the need to formulate and pass on information regarding his/her engineering work, technologies and computer science engineer responsibilities and tradition.

#### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes are verified as follows:

- a) on lectures - based on the answers concerning material presented on previous lectures.
- b) on laboratories - based on the fulfillment of current tasks.
  - verification of skills associated with solving of laboratory tasks,
  - verification of knowledge obtained in laboratory in form of tests,

Additional points for activity during classes, including:

- presentation of additional information about presented subjects,
- efficacy of application of knowledge while solving tasks,
- ability to cooperate within a group of students,
- valuable remarks considering teaching materials,

In justified cases, the grade for the laboratories can be transcribed to lectures. This information will be provided by the teacher at one of the first lectures. This may also be the case if the remote teaching will be enforced.

#### Programme content



Lecture agenda:

1. Computer system - history and basics of operation.
2. Basics of computer networks and the history of Internet.
3. Basic typography.
4. LaTeX as a tool for scientific typesetting.
5. Elements of computer graphics.
6. Legal and ethical aspects considering computer software.

Laboratories agenda:

- 1-4. The use of Microsoft Excel to solve computer science problems. Ends with the practical test.
- 5-8. Practical use of SciLab system. Ends with the test.
- 9-12. Using LaTeX to set scientific documents and presentations. Ends with the practical test.

**Teaching methods**

1. Lecture: multimedia presentation, demonstration.
2. Laboratories: practical tasks, group work, multimedia presentation, case study, demonstration.

**Bibliography**

Basic

1. Podstawy budowy i działania komputerów, P. Skorupski, WKŁ, 1997
2. W sercu PC, P. Norton, Helion, 1995
3. Tajniki typografii dla każdego, J. Jarzina, Mikom, 2003
4. Nie za krótkie wprowadzenie do systemu LATEX, T. Oetiker, H. Partl, 2007
5. Matlab 7 dla naukowców i inżynierów, M. Korbecki, PWN, 2010
6. Excel 2010 PL. Biblia, J. Walkenbach, Helion 2011
7. Sieci komputerowe. Kompendium, K. Krysiak, Helion 2005

Additional

1. Excel w nauce i technice, D. Bourg, Helion, 2006
2. Elementarz stylu w typografii, Design Plus, 2007



### Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	24	1,0
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	51	2,0

<sup>1</sup> delete or add other activities as appropriate