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| The title of the course | **Information Technology** |
| Faculty | [**Faculty of Mechanical Engineering and Computer Science**](http://eng.ath.bielsko.pl/index.php/faculties/gerg) |
| The level of studies | Undergraduate (BA)  Postgraduate (MA)  Engineer (BSc) |
| Semester | Winter |
| The form of classes and number of hours | Laboratory (15h) – Regular classes |
| Classes conducted for Polish students. Erasmus students can join them | Yes |
| Language of instruction | English |
| The number of ECTS | 1 |
| Teacher | Elżbieta Sadowska-Owczorz, PhD |
| The aims of the course  (maximum 500 characters) | The main aim of the course is to give skills of making use of basic office applications to students. Topics of classes include the presentation of the fundamental issues related to editing documents, use of spreadsheets, and presentation design. In practice, the student should be able to navigate through documents, move elements between applications, create long text documents and edit them, do simple calculations and manipulate data in a spreadsheet, create and modify presentations. |
| The content of the course: main topics and key ideas | 1. **Word:** a character, a paragraph, a multilevel list, styles, a table of contents, page layout, sections, pictures, tabeles, a table of figures, an index of keywords, footnotes and endnotes, a bibliography, autocorrect options, mail-merge – 12h 2. **Excel:** a workbook - structure and edition, cells - formatting and edition, relative and absolute references, functions, names, charts, "goal seek" and a solver, conditional formatting, circular references, sort and filter, macros – 12h 3. **Power Point:** basic rules of creating presentations, slides - inserting, layout and background, a text, objects, animations, hyperlinks, slide show, presenter view, saving a presentation as a PowerPoint show – 12h |
| Didactics methods | multimedia presentations and practical classes |
| Course requirements | tests/presentation/attendance |
| Literature (basic and supplementary) | **basic:**  1. Garry B. Shelly, Misty E. Vermaat „Microsoft Word 2010: Complete”, Course Technology, 2011,  2. Garry B. Shelly, Jeffrey J. Quasney „Microsoft Excel 2010: Complete”, Course Technology, 2011,  3. Gary B. Shelly, Susan L. Sebok “Microsoft PowerPoint 2010: Complete”, Course Technology, 2011,  4. Katherine Murray “ Microsoft Office 2010 Plain & Simple”, Microsoft Press, 2010,  5. Tom Bunzel “Easy Microsoft Office 2010” Pearson Education, Inc. 2010,  **supplementary:**  1. Inc. Triad Interactive „ Microsoft Office PowerPoint 2010 Complete: A Skills Approach” McGraw-Hill Education, 2011  2. Cheryl Manning, Catherine Manning Swinson „ Microsoft Office Word 2010: A Skills Approach, Complete” McGraw-Hill Education, 2011,  3. Inc. Triad Interactive “Microsoft Office Excel 2010: A Skills Approach, Complete”, McGraw-Hill Education, 2011  4. Sandra Cable,Connie Morrison, „Microsoft Office 2010, Advanced”, Course Technology 2012,  5. Edward G. Martin “Discovering Microsoft Office 2010: Word, Excel, Access, PowerPoint”, Hoboken, NJ : Wiley Custom Learning Solutions, ©2010. |
| The effects of the education   * knowledge * skills * social competences | **knowledge:** Students have a basic knowledge of information technology, formatting text, use of spreadsheets, creating presentations, collecting and processing of information.  **skills:** Students can independently use basic functions of office applications. Participants of the course are able to independently design, execute and present a multimedia presentation , create text documents, organize data and do needed computations.  **social competences:** Students understand the importance of acquired knowledge and skills in information technology in connection with engineer's job. They can work as a team, organize and process data from various fields. |