Zał. nr 4 do ZW 64/2012

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| FACULTY Computer Science and Management  **SUBJECT CARD**  **Name in Polish Technologie informacyjne**  **Name in English Information Technology**  **Main field of study (if applicable): Management**  **Specialization (if applicable): Business Management**  **Level and form of studies: 1st level, full-time**  **Kind of subject: obligatory**  **Subject code IEZ1146**  **Group of courses NO** |

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|  | Lecture | Classes | Laboratory | Project | Seminar |
| Number of hours of organized classes in University (ZZU) | 30 |  | 15 |  |  |
| Number of hours of total student workload (CNPS) | 60 |  | 60 |  |  |
| Form of crediting | crediting with grade |  | crediting with grade |  |  |
| For group of courses mark (X) final course |  |  |  |  |  |
| Number of ECTS points | 2 |  | 2 |  |  |
| including number of ECTS points for practical (P) classes |  |  | 2 |  |  |
| including number of ECTS points for direct teacher-student contact (BK) classes | 1.0 |  | 0.5 |  |  |

\*delete as applicable

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| **PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**  None. |

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| **SUBJECT OBJECTIVES**  C1 To acquire knowledge of the tools and methods used to support gathering, processing, analyzing, presenting data and their applications in organizations.  C2 To acquire knowledge of the IT fundamentals, functions and applications of modern IT devices and networks and software..  C3 To acquire knowledge of the threats, security and protecting data and the intellectual property.  C4 To acquire skills in text processing, gathering, analyzing, presenting business data.  C5 To acquire skills in using advanced software tools to support business operations. |

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| **SUBJECT EDUCATIONAL EFFECTS**  relating to knowledge:  PEK\_W01 Knows the appropriate IT tools and methods of text processing and their applications in organizations.  PEK\_W02 Knows the appropriate IT tools and methods of calculating, analyzing, visualization and presenting data and their applications in organizations.  PEK\_W03 Knows the mechanisms of inter-application data exchange and task automation techniques.  PEK\_W04 Understands the principles of operation and functions of the computer hardware and software.  PEK\_W05 Has elementary knowledge of the computer networks and their applications in organizations.  PEK\_W06 Has elementary knowledge of the network, data and intellectual property security and protection.  relating to skills:  PEK\_U01 Can use appropriate functions of selected software tools to solve business text processing problems.  PEK\_U02 Can use appropriate functions of selected software tools to solve business data calculation, analysis and visualization problems.  PEK\_U03 Can use appropriate functions of selected software tools to solve business data integration and presentation problems.  relating to social competences:  PEK\_K01 – be able to collaborate and work in a project team. |

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| **PROGRAMME CONTENT** | | |
| **Form of classes - lecture** | | **Number of hours** |
| Lec 1 | Introduction | 1 |
| Lec 2 | Tools and methods of text processing | 3 |
| Lec 3 | Advanced functions of text processing. Mail merge. | 2 |
| Lec 4 | Tools and methods used to support data calculating, analysis and visualization. | 6 |
| Lec 5 | Advanced functions and methods of data analysis in a spreadsheet | 2 |
| Lec 6 | Tools and techniques of preparing and conducting a business presentation. | 1 |
| Lec 7 | Exchanging data objects between applications – the OLE technique | 1 |
| Lec 8 | Automating tasks in Microsoft Office | 1 |
| Lec 9 | Overview of the IT fundamentals. Basic terms. Data vs. information. History, generations and types of computers. | 2 |
| Lec 10 | The digital technology. Data encoding and binary system. | 2 |
| Lec 11 | Operating systems and file systems. Virtual machines and remote computing. | 1 |
| Lec 12 | Telecommunications, computer networks and the Internet. Web browsers. | 2 |
| Lec 13 | Applications and cloud computing. E-commerce and hosting services. | 1 |
| Lec 14 | Intellectual property and copyright issues. File sharing and computer piracy. | 1 |
| Lec 15 | Network, systems and data security. | 2 |
| Lec 16 | Grading, remarks and conclusions. | 2 |
|  | Total hours | **30** |

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| **Form of classes - laboratory** | | **Number of hours** |
| Lab 1 | Introduction to the subject, the computer lab environment and safety rules. | 1 |
| Lab 2 | Tools and methods of text processing. | 4 |
| Lab 3 | Advanced functions and methods of data gathering, analysis and visualization in a spreadsheet. | 6 |
| Lab 4 | Tools and techniques of preparing and conducting a business presentation (alternatively: cloud services) | 2 |
| Lab 5 | Failed assignments retake and final remarks. | 2 |
|  | Total hours | **15** |

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| **TEACHING TOOLS USED** |
| N1. Traditional lecture with overhead slides  N2. Demonstration of selected features and functions of software tools using a PC and an overhead projector  N3. Short movies demonstrating selected features of software tools  N4. Assignments to carry out individually in the computer lab  N5. Discussion of the achievements (causes of failures if applicable) during each presentation  of students’ results |

**EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT**

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| **Evaluation** (F – forming (during semester), P – concluding (at semester end) | Educational effect number | Way of evaluating educational effect achievement |
| F1 | PEK\_W01–PEK\_W06 | Answers to questions (written or at a computer) |
| F2 | PEK\_W01–PEK\_W06 | Lecture attendance (bonus credits) |
| F3 | PEK\_U01–PEK\_U03 | Assessment of the tasks carried out |
| F4 | PEK\_U01–PEK\_U03 | Assessment of the understanding of the solutions |
| F5 | PEK\_U01–PEK\_U03 | Lab class attendance |
| Lecture: P=F1+F2  Laboratory: P=F3+F4+F5 | | |

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| **PRIMARY AND SECONDARY LITERATURE** |
| **SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)** |
| **Wiesław Dobrowolski, wieslaw.dobrowolski@pwr.wroc.pl** |

MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT

**Information Technology**

AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY **Management**

AND SPECIALIZATION **Business Management**

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| **Subject educational effect** | **Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)\*\*** | **Subject objectives\*\*\*** | **Programme content\*\*\*** | **Teaching tool number\*\*\*** |
| PEK\_W01 | K1\_ZARZ\_W24, K1\_ZARZ\_W25 | C1 | Wy2, Wy3 | N1, N2 |
| PEK\_W02 | K1\_ZARZ\_W24, K1\_ZARZ\_W25 | C1 | Wy4–Wy6 | N1, N2 |
| PEK\_W03 | K1\_ZARZ\_W24, K1\_ZARZ\_W25 | C1 | Wy7, Wy8 | N1, N2 |
| PEK\_W04 | K1\_ZARZ\_W24, K1\_ZARZ\_U15 | C2 | Wy9–Wy11 | N1 |
| PEK\_W05 | K1\_ZARZ\_W24, K1\_ZARZ\_U15 | C2 | Wy12, Wy13 | N1, N3 |
| PEK\_W06 | K1\_ZARZ\_W04, K1\_ZARZ\_W24 | C3 | Wy14, Wy15 | N1, N3 |
| PEK\_U01 | K1\_ZARZ\_U12 | C4, C5 | La2 | N4, N5 |
| PEK\_U02 | K1\_ZARZ\_U12 | C4, C5 | La3 | N4, N5 |
| PEK\_U03 | K1\_ZARZ\_U12 | C4, C5 | La4 | N4, N5 |
| PEK\_K01 | K1\_ZARZ\_K02 | C4, C5 | La2, La3, La4 | N4, N5 |

\*\* - enter symbols for main-field-of-study/specialization educational effects

\*\*\* - from table above