

SYLLABUS

SUBJECT INFORMATION TECHNOLOGY

TEACHER msc Jerzy Kulasa

COURSE DESCRIPTION

Information Technology offers students conditions to gain the following skills: searching for, ordering and using information from different sources and the effective application of information and communicative technology; using sources of information, means and tools such as computer systems and programs to solve problems and to support learning. Students also learn to perceive and understand the influence of IT on people's attitudes, their professional life and social functioning.

ECTS

2

LEARNING OUTCOMES

At the completion of this course it is desired that each student be able to:

To develop a broad appreciation of information technology.

To gain experience using various standard application packages; in particular:

- The Internet, Electronic Mail, the World Wide Web.
- Document Preparation including Word Processing and Graphics Manipulation.
- Spreadsheets.
- Slide Show Presentations.

GRADING POLICY

Every student is expected to come to class prepared and to actively participate in our learning environment. Students are assessed individually when they complete a given task. Written test (60% of final grade); Class participation (40% of final grade); Attendance will be taken every laboratory meeting. There are no excused absences.

TIMETABLE

Laboratory: 2h x 15 weeks = 30 hours (1 semester)

The World Wide Web, The Internet

(4 hours)

Introduction to the Internet and the World Wide Web Applications for using the Internet
Electronic Mail Web Browsers

Text and Graphics

(10 hours)

Introduction to Microsoft Word, Using Word for document preparation, Styles and Document Layout

Using Microsoft Word tools, Drawing and Image Processing using Microsoft Paint and Microsoft Photo Editor

Test 1

(1 hours)

Spreadsheets

(10 hours)

Introduction to Microsoft Excel Basic Excel, Calculations and Formulas Functions and Charts

Presentations

(4 hours)

Creating a simple presentation using Microsoft PowerPoint

Test 2

(1 hours)

TEXTBOOK AND REQUIRED MATERIALS

Microsoft Press Books, Online Training Solutions, Inc:

Microsoft® Windows® 7 Step by Step Deluxe, Second Edition

Microsoft® Office Word 2010 Step by Step

Microsoft® Office Excel® 2010 Step by Step

Microsoft® Office Outlook® 2010 Step by Step

Microsoft® Office Access 2010 Step by Step

Microsoft® Office PowerPoint® 2010 Step by Step

PREREQUISITES:

High school course in operating systems and popular office software.