

Subject programme

1. Subject name / subject module: **IT Technologies**
2. Lecture language: **English**
3. **The location of the subject in study plans:**
 - Area or areas of the studies: **Computer Engineering and Mechatronics**
 - Degree of the studies: **1st degree studies**
 - Field or fields (implementation of effects standard): **Mechatronics**
4. Supervision of subject implementation:
 - The Institute / Another unit: **Institute of Informatics and Mechatronics**
 - The person responsible for the subject: **Skiba Małgorzata, mgr inż.**
 - People cooperating in the development of the programme of the subject:
5. The number of hours and forms of teaching for individual study system and the evaluation method

Mode of study	Teaching activities with the tutor																				Total ECTS				
	Form of classes																								
	SOW	ECTS	Laboratory work	SOW	ECTS	...	SOW	ECTS	...	SOW	ECTS	...	SOW	ECTS	...	SOW	ECTS	...	SOW	ECTS	...	SOW	ECTS		
Full-time studies			22	28	2																				2
Part-time studies																									
Credit rigor	...			pass/fail grading																					

6. Student workload – ECTS credits balance
1 ECTS credit corresponds to 25-30 hours of student work needed to achieve the expected learning outcomes including the student's own work

Activity (please specify relevant work for the subject)	Hourly student workload (full-time studies/part-time studies)
Participation in laboratory classes	22/0
Independent study of the subject – preparing for final grading	26/0
Participation in an exam / graded assignment / final grading	2/0
Total student workload (TSW)	50/0
ECTS credits	2
* Student's workload related to practical forms	50/50
Student's workload in classes requiring direct participation of academic teachers	22/0

7. Implementation notes: recommended duration (semesters), recommended admission requirements, relations between the forms of classes:

Knowledge and abilities sufficient for passing the A-level exam

Recommended duration of the subject is taken from the course plan.

8. Specific learning outcomes – knowledge, skills and social competence

Specific learning outcomes for the subject		Form	Teaching method	Methods for testing of (checking, assessing) learning outcomes
Outcome symbol	Outcome description			
Knowledge				
K_W04	A student has a basic knowledge of using Microsoft Office software necessary to understand at an advanced level the complex dependencies of creating complex documents and to apply this knowledge in practice through the use of appropriate methods and tools	Laboratory classes	inquiry methods	Activity in laboratory classes, passing individual laboratory exercises.
Skills				
K_U07	A student is able to prepare multi-page technical documentation including tables of contents, tables, and engineering graphics, can gather data in spreadsheets, and present it in the documentation as a chart.	Laboratory classes	inquiry methods	Activity in laboratory classes, passing individual laboratory exercises.

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9. Assessment rules / criteria for each form of education and individual grades

0% - 50%	ndst	81% - 90%	db
51% - 70%	dst	91% - 93%	db+
71% - 80%	dst+	94% - 100%	bdb

Activity	Grades	Calculation	To Final
Exercises	dst, db, bdb (3,4,5)	5*80%	4
Attendance	at 80% of classes	0,80*5 -> 4,0*20%	0,8
Final result			4,8

10. The learning contents with the form of the class activities on which they are carried out

Laboratory classes

1. Document editing rules, document formatting rules, working with tables, creating tables of contents.
2. Rules for entering and editing data in a spreadsheet, creating formulas, basic functions of data aggregation, pivot tables, charts.
3. Rules for creating presentations, adding animation effects, preparing presentations.
4. E-learning content, tools and practice.
5. Create text documents in-house, create a simple analysis of data and interpret them in a graph, a multimedia presentation that will be useful for content in other subjects, and then as part of a student's work.

11. Required teaching aids

Laboratory classes - specialist laboratory

12. Literature:

a. Basic literature:

- Kevin Wilson, "Using Office 365", Springer, 2014
- Kevin Wilson, "Using Microsoft Office 2013", Springer, 2014

b. Supplementary literature:

- Matt Katzer, "Moving to Office 365", Springer, 2015

c. Internet sources:

13. Available educational materials divided into forms of class activities (Author's compilation of didactic materials, e-learning materials, etc.)

14. Teachers implementing particular forms of education

Form of education	Name and surname
1. Laboratory classes	Skiba Małgorzata, mgr inż.