

SUBJECT:	Information Technology		
HOURS:	30/30	ECTS:	5
semester	2	Academic year	1

Name/title of the author:	dr. inż. Jerzy Szakiel
Course Description:	<p>Computer structure: CPU, graphic controllers, data storage devices, memory devices, communication devices. Components selection due to computer system application. Operating systems: MS Windows and Unix/Linux. Software copyrights regulations.</p> <p>Efficient information retrieval from electronic sources: Internet search engines, electronic repositories and catalogues; advanced query construction. Office software usage.</p>
Learning Outcomes (Goals and Objectives of the course):	<p>Gaining knowledge on computer system structure and software copyright regulations.</p> <p>Acquiring skills of proper system elements selection due to system application.</p> <p>Acquiring skills of office software usage.</p> <p>Acquiring awareness of the computer hardware and software changes, which causes necessity of regularly knowledge updating.</p>
Entrance qualifications:	Basic computer skills
Course Content:	<p>Computer structure: motherboard, CPU and system memory.</p> <p>Data storage devices: magnetic, optical and electrical, data security.</p> <p>Data display system: graphic controllers, display types.</p> <p>Communication devices.</p> <p>Operating systems: MS Windows family.</p> <p>Operating systems: Unix/Linux family.</p> <p>Information retrieval and advanced query construction for search engines.</p> <p>Text processors.</p> <p>Calculation sheets.</p> <p>Database management systems.</p> <p>Presentation software.</p>
Assessment policy (examination):	Exam
Course materials/bibliography:	<p>H. Bouwman, B. van den Hooff, L. van de Wijngaert, J. van Dijk: Information and Communication Technology in Organizations, BU, Amsterdam: 2002</p> <p>S. Mohapatra: Business Process Automation, PHI Learning, New Delhi 2009</p> <p>W. Buchanan, A. Wilson: Advanced PC architecture, Addison-Wesley, 2000</p>
Methods of Instruction:	Lectures, tutorials, e-learning
Notes / suggestions:	