

| Subject   |                  |                                |         |             |
|---|------------------|--------------------------------|---------|-------------|
| Information Technology  |                  |                                |         |             |
| ECTS code   | Semester         | Faculty: Finansów              |         |             |
|   | 1                | Major : Finance and Accounting |         |             |
|   |                  | Corporate Finance & Accounting |         |             |
|   |                  |                                |         |             |
| Faculty:  |                  |                                |         |             |
| Lecture: prof. dr hab.  |                  |                                |         |             |
| Classes: mgr  |                  |                                |         |             |
|   |                  |                                |         |             |
| System of studies:  |                  |                                |         |             |
| part time, first degree   |                  |                                |         |             |
| Subject status  | Pass requirement | Number of contact hours        |         | ECTS points |
|   |                  | Lectures                       | Classes |             |
| Group C;<br>Additional course   | Exam             | 9                              | 18      | 2           |
| Teaching language   |                  |                                |         |             |
| English   |                  |                                |         |             |
| Subject provisions and objectives (including the expected can-do of students on completion of the course)   |                  |                                |         |             |
| Make students acquainted with computer construction, software, information technologies, expanded networks and IT systems used at business entities and institutions. During the classes, students are obliged to acquire office software systems, applications used to search for information in the Internet. They should be able to use such software for office purposes, as well as to solve economic problems.  |                  |                                |         |             |
| Teaching curriculum ( in case of prescribed subjects, compliance with the standards, maximum 15 topics)   |                  |                                |         |             |
| <div>1. IT as science dealing with information processing (data, information, information processing, IT, knowledge). History of computers and their classification.</div> <div>2. Functional structure of computer system (central processing unit, input/output equipment, external memory, operating rules, types of storage devices).</div> <div>3. Software: classification, definition, types. Specification of system software (operating systems, network and multi-access software, conversation applications and working environments, system and antivirus tests, programming language translators)</div> <div>4. Specification of utility software supporting economic problem solving (word processors, spread sheets, data bases, presentation graphical packages, integrated packages, Internet browsers).</div> <div>5. Data Communications. Type of networks (LAN, MAN, WAN), Network configuration: basic ISO - OSI, Protocols.</div> <div>6. Expanded networks. Introduction to Internet terminologies and concept of WWW, HTTP, e-mail, search engine, domain name. Use of Internet in business. Intranet, extranet.</div> <div>7. Structure and specification of utility software (software supporting the work of engineers, public administration, scientists, economists, educational software, geographical information systems).</div> <div>8. Information systems at organizations (transaction systems, office automation systems, management information systems, decision support systems, expert systems, e-business, e-marketing, e-commerce, e-logistic, virtual organizations).</div> <div>9. Information technologies at organizations (IT equipment and systems, multimedia systems). Establishment of IT systems (system life cycle, prototypes, application generators, application packages, information centre approach).</div> <div>10. Artificial intelligence and future IT trends. Information society. Learning organizations.</div> |                  |                                |         |             |

| <b>Class topics (maximum 15 topics)</b>  |
|--|
| <ol style="list-style-type: none"> <li>1. Advanced functions of the Word text processor. DTP tools.</li> <li>2. Excel – Advanced formulas and functions. Graphs and graphics. Data analysis. VBA programming basics.</li> <li>3. PowerPoint– multimedia presentation creation rules.</li> <li>4. Multimedia files, formats of multimedia files, principles for multimedia presentation.</li> <li>5. WAMP (Windows + Apache + MySQL + PHP) platform installation and configuration process.</li> <li>6. Web pages preparation with the HTML and PHP languages. Moving to and sharing web pages on a server.</li> <li>7. Web 2.0, Web 3.0. Blog, vlog. RSS. Wiki. Tag cloud. Folksonomy.</li> <li>8. IT aspects of office work. Means and channels of information flow. Internal office communication systems. Office correspondence. Office equipment and computers.</li> <li>9. E-banking, m-banking, home banking, SMS banking. Electronic funds transfer. Point of sale terminal. SWIFT Network, E-payment. E-cash.</li> <li>10. Data protection. Use of cryptography. Digital forensics. Computer fraud. Data protection in e-banking. Credit card fraud. Audit of hacking detection. Identity theft. Industrial espionage, electronic eavesdropping.</li> <li>11. Systems for e-learning (CMS, WBT, CBT). Distance learning, Just in time learning. Lifelong learning. Blended learning. Warehousing knowledge. Plagiarism services.</li> <li>12. Expert systems, robots, telemarketing, teleconferencing, telecommuting.</li> </ol> |
| <b>Introductory topics</b>   |
| none   |
| <b>Teaching methods</b>  |
| lab projects, discussion questions, research report, multimedia presentation   |
| <b>Basic literature and other sources</b>  |
| <ol style="list-style-type: none"> <li>1. <a href="http://freecomputerbooks.com/">http://freecomputerbooks.com/</a></li> <li>2. <a href="http://my.safaribooksonline.com/book/hardware-and-gadgets/1592008801/introduction-to-computers/ch01">http://my.safaribooksonline.com/book/hardware-and-gadgets/1592008801/introduction-to-computers/ch01</a></li> <li>3. <a href="http://www.computer-books.us/">http://www.computer-books.us/</a></li> <li>4. <a href="http://www.e-booksdirectory.com/listing.php?category=9">http://www.e-booksdirectory.com/listing.php?category=9</a></li> <li>5. <a href="http://www.free-itebooks.com/">http://www.free-itebooks.com/</a></li> <li>6. <a href="http://www.freetechbooks.com/">http://www.freetechbooks.com/</a></li> <li>7. <a href="http://www.hitmill.com/">http://www.hitmill.com/</a></li> <li>8. <a href="http://www.intelligentedu.com/">http://www.intelligentedu.com/</a></li> <li>9. <a href="http://www.itbooks.com/">http://www.itbooks.com/</a></li> <li>10. <a href="http://www.mcsedirectory.com/">http://www.mcsedirectory.com/</a></li> <li>11. <a href="http://www.onlinecomputerbooks.com/">http://www.onlinecomputerbooks.com/</a></li> <li>12. <a href="http://www.pdf-word.net/science-computer/introduction-to-computer-hardware.html">http://www.pdf-word.net/science-computer/introduction-to-computer-hardware.html</a></li> </ol>  |