

Państwowa Wyższa Szkoła Zawodowa w Walczu

**SYLABUS
PRZEWODNIK DO MODUŁU(PRZEDMIOTU)**

1. INFORMACJE O MODULE (PRZEDMIOCIE)

information about the module

A. Podstawowe informacje

general information

Kod modułu (przedmiotu) oznaczenie ISCED <i>Module (subject) code – ISCED included</i>	pd.02.1
Nazwa modułu (przedmiotu) zajęć <i>Module title</i>	IT technologies
Typ modułu (obowiązkowy, nieobowiązkowy, podstawowy, ogólnouczeniowy, kierunkowy, praktycznego przygotowanie zawodowego, itp.) <i>Type (compulsory/optional/specialized, etc.)</i>	Basic
Kierunek studiów (nazwa studiów podyplomowych, kursu, szkolenia, itp.) <i>Programme</i>	IT in Business and Administration
Specjalność (jeśli dotyczy) <i>Speciality (if applicable)</i>	
Profil studiów (jeśli dotyczy) <i>Programme profile(if applicable)</i>	Practical profile
Poziom modułu (przedmiotu), zajęć (tu: studia pierwszego, drugiego stopnia; studia podyplomowe, kurs dokształcający, szkolenie, poziom pośredni, jeżeli ma zastosowanie); <i>Study cycle</i> (short/first/second/third), other education level/form)	Ist degree
Tryb (jeśli dotyczy) <i>Full time/part time (extramural)</i> (if applicable)	full-time studies
Koordinator modułu(przedmiotu) <i>Module coordinator</i>	dr Tomasz Ordysiński
Imię i nazwisko (imiona nazwiska) osób prowadzących kształcenie poszczególnych komponentów <i>Names of teachers/instructors of the components</i>	dr Tomasz Ordysiński
Liczba punktów ECTS dla modułu <i>Number of ECTS credits allocated to the module</i>	10

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B. Liczba punktów ECTS dla modułu i poszczególnych komponentów ze wskazaniem udziału form praktycznych oraz zajęć realizowanych w bezpośrednim kontakcie z prowadzącym

Number of ECTS credits allocated to the module and its components with their shares of practical forms and carried out in direct contact with a teacher/instructor

Komponenty <i>Components</i>	Symbol komponentu <i>Form symbol</i> Symbol kategorii <i>Category symbol</i>	Liczba punktów ECTS dla modułu i poszczególnych komponentów <i>Number of ECTS credits allocated to the module and its components</i>	Liczba godzin zajęć w planie zajęć <i>program me schedule time</i>	Liczba godzin zajęć w bezpośrednim kontakcie z nauczycielem (konsultacje, ewaluacja) <i>Other tutored and guided time</i>	Liczba godzin pracy własnej studenta <i>Self teaching time</i>	Sposób zaliczenia <i>Credits and timing</i>	Imię i nazwisko (imiona nazwiska) osób prowadzących kształcenie poszczególnych komponentów <i>Names of teachers/instructors of the components</i>
Lans	LB	10	80	51	125	Credit with note(Z)	Tomasz Ordysiński

2. MODUŁOWE (PRZEDMIOTOWE) EFEKTY KSZTAŁCENIA

Efekty kształcenia w ramach modułu (przedmiotu) zajęć, ze wskazaniem zajęć służących osiągnięciu każdego z efektów

Learning outcomes for the module and each of its components

		Odniesienie modułowych (przedmiotowych) efektów kształcenia do efektów kształcenia dla	
Efekt modułowy (przedmiotowy)	Po zakończeniu kształcenia i potwierdzeniu osiągnięcia efektów kształcenia student:	kierunku	komponentu
EMW01	Has basic knowledge in the field of computer science that allows the use of software in the field of business and administration in practice	K_W02	LB
EMW02	Has knowledge about the types of social ties that take place in the socio-economic environment, with particular emphasis on the use of IT tools for their creation in the support of communication based on IT tools	K_W05	LB
EMW03	Has general technical knowledge about devices, objects and information technologies and their life cycle required to assess the suitability of the data tool in the field of communication support	K_W14	LB
EMU01	Can assess the existing IT solution from the point of view of usefulness and applicability for a specific problem in the area of business and administration	K_U04	LB
EMU02	Is able to use the basic forms of communication in informatics (text editor, spreadsheet, databases) and computer graphics for the needs of office work	K_U06	LB
EMK01	Understands the need for lifelong learning especially in connection with the evolution of IT tools and the business environment	K_K01	LB
EMK02	Is able to supplement and improve acquired knowledge and skills in the field of applied informatics	K_K06	LB

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3. KOMPONENTY MODUŁU (PRZEDMIOTU)

Module components

A. COMPONENT: LABS

1) Wymagania co do kwalifikacji prowadzących <i>Required qualifications of the teachers/instructors</i>
a) w zakresie dorobku naukowego: publications in the field of IT management support
b) w zakresie doświadczenie zawodowego uzyskanego poza uczelnią: business practice (optional ECDL or related certificate)

2) Rok studiów <i>Year of study when the component is delivered</i>	1
3) Semestr lub trymestr w którym komponent jest realizowany; <i>Semester/trimester when the component is delivered</i>	1, 2
4) Język nauczania (modułu lub komponentów) <i>Language of instruction (of the module or each component)</i>	English

5) Wymagania wstępne i dodatkowe <i>Prerequisites and co-requisites</i>
Brak

6) Treści komponentu i planowane metody i formy kształcenia w ramach komponentu

Course component content and planned teaching and learning activities and teaching methods

Lp.	Treści komponentu	Modułowy (przedmioty) efekt kształcenia	Metody i formy kształcenia	Planowany czas formy aktywności
1.	Information technologies - essence, types, socio-economic importance. IT use in local communities. Information systems. IT systems. Basic concepts of the scope of computer science. Health and safety in computer labs.	EMW01	Didactic discussion / conversational lecture	4
2.	Computer system - construction and typology of devices. Device support in a computer system. Technical and software security of the computer system.	EMW03	With the use of a computer	4
3.	Computer software. Development of software tools. Software groups. Basic software. Software tools.	EMU02	With the use of a computer	4
4.	Storage of data in the cloud. Creating a copy of security.	EMU01	With the use of a computer	4
5.	Text editors - characteristics, types. Examples of uses of word processors.	EMW02	With the use of a computer	12
6.	Spreadsheets - examples of applications.	EMW02	With the use of a computer	20
7.	Presentation and graphic software - managerial and presentation graphics.	EMW02	With the use of a computer	6
8.	Databases for practical applications	EMW02	With the use of a computer	10
9.	Computer Networks. Services in computer networks. Internet as a communication and information search tool	EMW02	With the use of a computer	4
10.	Copyright law in the context of the use of software tools and information retrieval.	EMW02	Didactic discussion / conversational lecture	2
11.	IT in the aspect of the process of supporting the preparation for work in the structures of self-government and government administration, in the structures that create and support entrepreneurship and social activity.	EMK02	Didactic discussion / conversational lecture	2
12.	e-PUAP and other IT tools in the practice of public administration	EMW02	With the use of a computer	2

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EMU01			<i>Sp</i>												
EMU02			<i>Sp</i>							<i>Pr</i>			<i>Ss</i>		
EMK01						<i>Ob</i>									
EMK02						<i>Ob</i>									

b) kryteria oceny osiągnięcia modułowych (przedmiotowych) efektów kształcenia

Efekt kształcenia	Kryteria oceny			
	2	3 - 3,5	4 – 4,5	5
EMW01	The student can not apply knowledge in the field of computer science that allows the use of software in the field of business and administration in practice	The student has difficulties with the application of knowledge in the field of computer science that allows the use of software in the area of business and administration in practice	The student can apply knowledge in the field of computer science that allows the use of software in the field of business and administration in practice	The student not only flawlessly applies knowledge in the field of computer science that allows the use of software in the area of business and administration in practice, but also can justify their decisions, indicating the appropriate tools.
EMW02	The student did not have basic knowledge about the types of social ties that occur in the socio-economic environment, with particular emphasis on the use of IT tools for their creation in supporting communication based on IT tools	The student did not have basic knowledge about the types of social ties that occur in the socio-economic environment, with particular emphasis on the use of IT tools for their creation in supporting communication based on IT tools	The student can hardly explain the concepts related to the types of social ties that occur in the socio-economic environment, with particular emphasis on the use of IT tools for their creation in supporting communication based on IT tools	The student not only has basic knowledge about the types of social ties that take place in the socio-economic environment, with particular emphasis on the use of IT tools in their communication in the support of communication based on IT tools, but also can justify their decisions by indicating the appropriate tools.
EMW03	The student did not have general technical knowledge about devices, objects and information technologies and their life cycle required to assess the suitability of the data tool in the field of communication support	Student with difficulty explains the concepts of devices, objects and information technologies and their life cycle required to assess the suitability of data tool in the field of communication support	The student had a basic knowledge of devices, objects and information technologies and their life cycle required to assess the suitability of the data tool in the field of communication support	The student not only has basic knowledge about devices, objects and information technologies and their life cycle required to assess the suitability of the data tool in the field of communication support, but also can justify their decisions, indicating the appropriate tools.
EMU01	The student can not assess the existing IT solution from the point of view of usefulness and applicability for a specific problem in the area of business and administration	Student with difficulty understands, analyzes and draws correct conclusions regarding an existing IT solution from the point of view of usefulness and applicability for a specific problem in the area of business and administration	Student is able to understand, analyze and draw correct conclusions regarding an existing IT solution from the point of view of usefulness and applicability for a specific problem in the field of business and administration	Not only can the student perfectly understand, analyze and draw correct conclusions about an existing IT solution from the point of view of usefulness and applicability for a specific problem in the area of business and administration, but also can justify their decisions by pointing to appropriate tools.
EMU02	The student is not able to independently use the basic forms of communication in computer science (text	Student with difficulty independently uses the basic forms of communication in informatics (text editor,	The student can independently use the basic forms of communication in informatics (text	The student is not only able to use the basic forms of communication in computer science (text editor, spreadsheet,

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	editor, spreadsheet, databases) and computer graphics for the needs of office work	spreadsheet, databases) and computer graphics for the needs of office work	editor, spreadsheet, databases) and computer graphics for the needs of office work	databases) and computer graphics for the needs of office work, but also can justify their decisions, indicating the right tools.
EMK01	The student does not understand the need to learn throughout life especially in connection with the evolution of IT tools and the business environment	The student is able to independently absorb information related to the evolution of IT tools and the business environment	The student acquires knowledge related to the evolution of IT tools and the business environment	Student perfectly acquires knowledge related to the evolution of IT tools and the business environment, and is able to justify his decisions, indicating the appropriate sources and tools.
EMK02	The student is unable to supplement and improve the acquired knowledge and skills in the field of applied informatics	The student with difficulty supplements and improves the acquired knowledge and skills in the field of applied informatics	The student complements and improves acquired knowledge and skills in the field of computer science applied to a good degree	The student not only completes and improves the acquired knowledge and skills in the field of applied informatics, but also can justify his decisions, indicating the appropriate sources and tools.

c) formy i warunki zaliczenia w poszczególnych formach kształcenia

Komponent ćwiczeń laboratoryjnych podlega zaliczeniu z oceną.

1. The positive grade and passing is awarded to a student who::
 - a. take all practical skills checks and obtain positive assessments from them; the assessment of the check may be amended twice, provided that the assessment criteria are subject to a 10% tightening compared to the original criterion; the newly obtained rating replaces the previous one..
 - b. It will provide the consultation and submit the project in the form of a presentation.
 - c. A negative grade is awarded to a student who did not meet any of the conditions listed in 1a 1b. In this case, the student is entitled to a correction or commission examination on the terms set out in the regulations of studies..
1. The assessment of the exercises is determined on the basis of the weighted average of self-study (weight 1), practical (weight 1) and summary (weight 2) and presentation (weight 2) assessments, rounding to full 0.5 marks. Such an assessment can be raised by 0.5 if the student showed high activity and conscientiousness what is determined by observation during the lessons and additional classes and the average of the scores from verifications of practical skills, presentations and self-study work at a level of at least 4.0..
2. In evaluating forming and summarizing the following scale of grades is used in relation to the scoring on a percentage scale, assuming that all learning outcomes assumed to be achieved at a given stage and verified by a given test are achieved:

0-59%	60-69%	70-79%	80-84%	85-89%	90-100%
2	3	3,5	4	4,5	5

4. Miejsce modułu(przedmiotu) w systemie praktyk studenckich

Applicability within the internship process

NOT APPLICABLE

5. Miejsce modułu(przedmiotu) w systemie umiędzynarodowienia procesu kształcenia

Applicability within the internationalization process

The subject can be chosen by Erasmus and Polish Students

6. Wytyczne w zakresie współpracy z otoczeniem społecznym, gospodarczym lub kulturalnym w ramach kształcenia modułu

Required forms of cooperation with society, business, science and industry

NOT APPLICABLE

7. Wytyczne w zakresie zapewniania studentom niepełnosprawnym wsparcia dydaktycznego i materialnego, umożliwiającego im pełny udział w procesie kształcenia

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Reasonable adjustments in teaching, learning and assessment to enable students with disability to fully access and participate in training

Work is planned at customized stations (adjustable tables and widescreen monitors in laboratory 2 and 6)

8. Szczegółowa procedura weryfikacji i ewaluacji osiągnięć i efektów uczenia się w ramach modułu lub komponentów

Recognition of Prior Learning: verification and assessment procedure (jeśli dotyczy)

NOT APPLICABLE

9. Zestawienie zmian wprowadzonych do modułu w stosunku do podstawowej wersji programu kształcenia (jeśli dotyczy)

NOT APPLICABLE