Subject name	Informative Technology
Subject code	E.1.IT.SC.ECTIE.A
Department	Institute of Agricultural Engineering and Computer Science
Faculty	Faculty of Production and Power Engineering
Subject supervisor/Lecturer	Ass. Professor Michał Cupiał

General information	Teaching period	1 semester/ winter semester
	ECTS credit	6
	Lectures total	15
	Lab practicals	15

Objective and general description	The range of material consist of well-chosen subset of information required to obtain the European Computer Driving License (ECDL). Student getting knowledge and skills in the areas of: the basic knowledge of building a PC computer as well as the understanding the basic notions of informative technology. Processing the texts - the knowledge and skills editing, formatting, storage and printing the documents. Spreadsheets - carrying out calculations making chart. Base of data - creating and run queries to retrieve specific information from a database. Manager and artist graphic – the knowledge about editing raster and vector graphic. Service in computer nets – the knowledge and the permitting on use the computer net to logging of information and communication. Lab practicals are supervised by lecturers with the ECDL examiners' certificates.
Lab practicals 15 x 2 hours	1. Training in range of service of devices computer technique. The principles of the safety and the hygiene of work in computer studio. The ergonomics of work with a computer. The building of a computer and the peripheral devices. The work in the local computer net of the Faculty. Log in to system, utilization the supplies of the local computer net. Using of e - learning platform. (3 h) 2. Methods of communicating in local and extensive computer net (3 h) 3. The operating system Linux - work in environment graphic KDE. Usable applications in the system Linux. OpenOffice.the org. Files and catalogues, right of access, (3 h) 4. Using of network services (FTP, SSH, telnet) (3 h) 5. Usable applications - a word processing applications (Linux, Windows). The ability of use the MS Word. Formatting text, create styles and tables. Insert an object (picture, image, chart, drawn object) to a specified location in a document. Using reference marks. (3 h)

	6. Usable applications - spreadsheets (Linux, Windows). The ability of use MS Excel. Formatting cells, creating mathematical and logical formulas using standard spreadsheet functions, addressing cells, filtering and sorting. Creating compositions and graphs. Schedules and alternative graphs. Statistician in Excel. (3 h) 7. Usable applications - using presentation software (Linux, Windows). (3 h) 8. Filtering the information in bases of data - the basis of language the SQL (the MS Access). Projecting and creating the base of data, finding the useful information. (6 h) 9. Practical tests and credit of subject (3 h)
References	Steve Schwartz - Microsoft Office 2007 for Windows, Peachpit Pr, 2007 Richard Petersen - Linux: The Complete Reference, McGraw-Hill, Osborne Media 2007