



Fundusze Europejskie
dla Rozwoju Społecznego



Rzeczpospolita
Polska

Dofinansowane przez
Unię Europejską



COURSE SPECIFICATION

Course code	full-time programme:	M#2-S1-ME-108
	part-time programme:	
Course title in Polish	Technologie informacyjne	
Course title in English	Information Technology	
Valid from (academic year)	2024/2025	

GENERAL INFORMATION

Programme of study	MECHANICAL ENGINEERING
Level of qualification	first-cycle
Type of education	academic
Mode of study	full-time programme
Specialism	all
Department responsible	Department of Mechatronics and Weapons Engineering
Course leader	dr hab. Inż. Izabela Krzysztofik, prof. PŚk
Approved by	dr hab. Jakub Takosoglu, prof. PŚk, Dean of the Faculty of Mechatronics and Mechanical Engineering

COURSE OVERVIEW

Course type		basic
Course status		compulsory
Language of instruction		English
Semester of delivery	full-time programme	Semester I
	part-time programme	
Pre-requisites		
Examination required (YES/NO)		NO
ECTS value		2

Mode of instruction		lecture	class	laboratory	project	seminar
No. of hours per semester	full-time programme			30		
	part-time programme					

LEARNING OUTCOMES

Category of outcome	Outcome code	Course learning outcomes	Corresponding programme outcome code
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Politechnika Świętokrzyska
Kielce University of Technology

Projekt „Dostosowanie kształcenia w Politechnice
Świętokrzyskiej do potrzeb współczesnej gospodarki”
nr FERS.01.05-IP.08-0234/23



Wydział Mechatroniki
i Budowy Maszyn



Skills	U01	The student is able to format text, create simple drawings in a text editor. He is able to create simple tables and formulas (equations) in a text editor. He is able to select appropriate tools and functions to solve particular tasks in a spreadsheet.	MiBM1_U03 MiBM1_U04 MiBM1_U05
	U02	The student is able to interpret the results obtained in spreadsheets.	MiBM1_U04
Competence	K01	The student is ready for the necessity of acquiring new skills useful in engineering activities and understands the need for continuous improvement (through second and third degree studies, postgraduate studies, professional courses)	MiBM1_K01 MiBM1_K03

COURSE CONTENT

Type of instruction lecture	Topics covered
laboratory	Conduct laboratory exercises using the Office suite. Text editing in Word. Principles of text creation, basic formatting methods. Artistic text, importing objects. Tables and formulas (equations). Creating drawings. Serial correspondence. Presentation of research results using Power Point. Principles of creating a multimedia presentation. Using graphics. Special effects on slides. Calculations and data processing in an Excel spreadsheet. Basic formatting of values in cells. Addressing a cell. Creating calculation formulas. Filtering data and indirect sums. Graphical presentation of data. Introduction to Visual Basic for Excel applications. Miscellaneous programs in VBA.

ASSESSMENT METHODS

Outcome code	Methods of assessment (<i>Mark with an X where applicable</i>)					
	Oral examination	Written examination	Test	Project	Report	Other
U01			x			
U02			x			
K01						x

ASSESSMENT TYPE AND CRITERIA

Mode of instruction	Assessment type	Assessment criteria
laboratory	non-examination assessment	Obtain at least 50 points from tests conducted on the computer during class

OVERALL STUDENT WORKLOAD

ECTS weighting			
No.	Activity type	Student workload	Unit



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		full-time programme					part-time programme					
		L	C	Lb	P	S	L	C	Lb	P	S	
1.	Scheduled contact hours			30								h
2.	Other contact hours (office hours, examination)			2								h
3.	Total number of contact hours	32										h
4.	Number of ECTS credits for contact hours	1,3										ECTS
5.	Number of independent study hours	18										h
6.	Number of ECTS credits for independent study hours	0,7										ECTS
7.	Number of practical hours	50										h
8.	Number of ECTS credits for practical hours	2										ECTS
9.	Total study time	50										h
10.	ECTS credits for the course <i>1 ECTS credit = 25-30 hours of study time</i>						2					ECTS

READING LIST

1. Koruba Z.: Podstawy informatyki z przykładami i zadaniami dla studentów studiów niestacjonarnych. Skrypt nr 429, Wydawnictwo Politechniki Świętokrzyskiej, Kielce 2008, PL ISSN 0239-6386.
2. Koruba Z.: Podstawy informatyki w przykładach i zadaniami. Materiały pomocnicze i informacyjne. Politechnika Świętokrzyska 2005, PL ISSN 0239-6394.
3. Lambert J., Frye C.: Microsoft Office 2019 *Krok po kroku*. Wydawnictwo APN Promise, Warszawa 2019, ISBN 978-83-7541-385-4
4. Smogur Z.: Excel w zastosowaniach inżynierskich. Wydawnictwo Helion, Gliwice 2008, ISBN 83-246-1108-8
5. Gonet M.: Excel w obliczeniach naukowych i inżynierskich. Wydawnictwo Helion, Gliwice 2011, ISBN 978-83-246-3066-0



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