

Course title ABC IT / ABC of IT		ECTS code 6.5.0001	
Name of unit administrating study Faculty of Chemistry			
Studies			
Field of study	Type	Form	
Environmental Protection	Bachelor	Full-time studies	
Teaching staff Dr hab. Iwona Anusiewicz, prof. UG			
Forms of classes, the realization and number of hours		ECTS credits 1	
A. Forms of classes, in accordance with the UG Rector's regulations laboratory classes		classes - 20 h tutorial classes – 5 h student's own work – 5 h	
B. The realization of activities in-class learning		Total: 30 h - 1 ECTS	
C. Number of hours 20 h laboratory classes			
The academic cycle 2019/20 winter semester			
Type of course obligatory		Language of instruction Polish	
Teaching methods exercises in a computer laboratory - solving practical problems related to the use of basic information technologies in various areas		Form and method of assessment and basic criteria for evaluation or examination requirements A. Final evaluation, in accordance with the UG study regulations course completion (with a grade) B. Assessment methods The final grade will be determined based on partial grades received during the semester. In addition, each students will be given an individual project to solve (likely related to a specific business area) – providing the solution to that problem by utilizing the software taught during the course will also contribute to the final grade. C. The basic criteria for evaluation or exam requirements Partial grades - correctness, completeness and timeliness in completing the tasks given by the teacher, active participation. Final project - IT selection, correctness of implementation, completeness, scope of subject exhaustion, timeliness, originality. The scale of grades is consistent with the UG Studies Regulations.	
Required courses and introductory requirements Basic computer skills and Internet usage			
Aims of education Teaching students the use of correct terminology associated with IT. Acquainting students with the principles of safe and effective use of information technology. Acquainting students with the possibilities of using basic information technologies in various domain areas. Teaching students the skills related to using basic IT tools. Teaching students how to effectively use basic information technologies in supporting self-development, research work and professional work.			

Course contents

Introduction to rules of IT usage - file system, securing and archiving data, searching for information on the Internet. Use of UG resources - Student Portal, Education Portal, Library, software available at the University. Communication and teamwork - sharing resources, principles of using e-mail, benefits and security of using services in the cloud. Rules for text editing - preparation for writing final papers, preparing a document for printing and sharing. Fundamentals of data calculation and visualization - spreadsheets and tools for Business Intelligence data analysis and visualization (e.g., Power BI). Presentation program - multimedia presentations (e.g., Power Point, Prezi), creating simple websites (e.g., Google Sites)

Bibliography of literature**A. Literature required to pass the course**

Any textbook related to IT and computer science.

B. Extracurricular readings

Not required.