SUBJECT:	**COMPUTER SCIENCES**
HOURS:	30 ECTS: 4

Name/title of the author:	**Janusz Morajda, PhD**
Course Description:	The course includes theoretical fundamentals of computer science and practical (business) application of utility software: text editors, electronic spreadsheets, presentation software and internet services. The main emphasis is placed on practical modules: students work with computers in the laboratory and are expected to make exercises and tasks according to given instructions. Difficult exercises are completed with explanation based on the computer projector.
Learning Outcomes (Goals and Objectives of the course):	Acquaintance with basic (necessary) theoretical knowledge concerning computer science and practical fluent use of utility software to professional text editing, spreadsheet application in business, making presentations and utilization of basic internet services
Entrance qualifications:	None
Course Content:	– Operating systems, acquaintance with system Windows 2000 and its basic functions – Use of text editor, application of its particular functions (text formatting, graphics embedding, tables, equations, graphical objects, headers, footers, footnotes, styles, etc), important aspects of professional text editing – Electronic spreadsheet and its capabilities. Acquaintance with useful operations available in this tool (contents of cells, formulas, functions, cell formatting, charts, selected methods of data analysis, simple databases, etc). Selected examples of spreadsheet application in business. – Making visual business presentations with special software. – Internet services and their possible utilization in economy and management.
Assessment policy (examination):	Presence obligatory. Two practical and one theoretical test performed during the course. Student is required to pass all the tests. The final grade is an average of partial grades (can be modified on the basis of student's presence).
Course materials/bibliography:	Own materials prepared for each lecture Peter Norton, "Peter Norton's Computing Fundamentals Student Edition 5/e" McGraw-Hill Technology Education
Methods of Instruction:	Work in computer laboratory. Theoretical materials and instructions – given with use of visual projector. The main parts of classes constitute specially prepared practical exercises performed by students with possible help of lecturer.
Notes / suggestions:	Utilised software: Windows 2000, Open office.org 1.1, Netscape navigator. Lectures have to be given in the computer lab.