

DESCRIPTION OF STUDY MODULE*

Study programme

Applied Informatics and Programming

Study module

INFORMATION TECHNOLOGY

Credits in total

4

Learning outcomes

- Aware of current web capabilities to be used for more efficient search, storage, and transmission of information.
- Able to use information databases or systems for both, information search and filling of necessary documents.
- Will manage to use the services provided by the web: translators, storages, portals, and will develop teamwork skills by using document sharing capabilities.
- Able to create large-scale text documents that include complex tables, graphic objects, and to use a variety of automation tools that allow the establishment of links between different objects of a document.
- Able to properly process the available data by using the spreadsheet capabilities: to systematise, sort, filter, group, create subtotals and pivot tables.
- Able to select an appropriate type of graph and to graphically depict the systematised data.
- Able to select appropriate functions and create any formulae, and to apply them to solve real problems.
- Able to clearly formulate the conclusions drawn on the basis of the calculations done, and to present them to the audience.
- Will be able to create a professional presentation with PowerPoint or Prezi containing information related to the field of newest information technologies
- Understand the importance of development in communication skills for their professional growth.
- Develop the need to independently improve their communication skills.

Aims of study module

The course aims at making the students acquire enough knowledge of the main modern information technologies and enable them to theoretically understand and practically apply the technologies in their professional environment.

Annotation of a study module

The course aims at deepening the knowledge of the *Applied Informatics and Programming* study programme students regarding modern communication technologies, email tools, virtual storages, google maps and automatic google translators, the differences and functions of applications, and the basic rules of clerical documentation in creating documents used in the field of logistics. The course deepens the skills of work with the internet search engines, legislative databases and information systems. Students are taught to create simple and complex text documents applying MS Word tools, to use templates, and to create different forms, mail merges, and the like. Practical classes are aimed at deepening the skills of work with spreadsheets and presentation software, at developing the independent learning skills that are necessary for continuing professional development. Students are taught to create data tables by using MS Excel software, to properly format them, to do calculations in the tables by applying functions and formulae, to create diagrams and graphs, to properly group data in the tables, and to create pivot tables and pivot charts, subtotals. Students also solve various optimization tasks. In addition, the course provides with the knowledge of creating visually attractive and informative presentations by applying MS PowerPoint and Prezi.

Topics of the subject

1. Introductory lecture, Communication technology
2. Personal information manager Ms Outlook
3. Web Searching and work with databases. Useful internet services
4. Virtual online storage drive
5. MS Word text processor
6. Elementary data analysis tools in Excel.
7. Graphical representation of data
8. Additional data analysis tools.
9. Optimization
10. Presentations (MS PowerPoint)
11. Presentations (Prezi)

Procedure for assessment of knowledge and competences

* Short form

Applicable ten-point scale and criterion-cumulative assessment scheme. Progress-check tests consists of 0.1, individual homework - 0.3 and 0.5 of the final exam assessment score, which is calculated by the weighted average method. Subject uptake final rating is calculated only if all self-employment (individual homework) assignment and progress-check tests are assessed the positive point. $F = PT1 * 0.1 + PT2 * 0.1 + H * 0.3 + E * 0.5$

Main literature

1. Misevičienė R., Budnikas G., Šutienė K., Paulauskaitė-Tarasevičienė A. (2011). Inovatyvios informacinės technologijos. KTU: Technologija, 140 psl.
2. Vidžiūnas A., Vidžiūnaitė M. (2013) Skaičiuoklės taikymas apskaitoje ir vadyboje. Kaunas: Smaltija
3. Dulinskas D., Dulinskienė J. ECDL 5.0 visiems: lietuviška programų versija. 2012
4. Leonavičienė B (2014). MS Office 2013. Kaunas: Smaltija.
5. Stankienė V (2010). Internetas vaizdžiai. Kaunas: Smaltija.
6. Anderson-Williams R., Sylvia J. J. (2015) Mastering Prezi For Business Presentations. Second Edition, United Kingdom.