

Title of Course	Information technology in construction		
Semester	Autumn/Spring		
Teaching Hours per Course:	Total	- Lectures:	- Tutorials:
	30		
ECTS Credits	2		
The content of education			
Aims of Course	The aim of the course is to familiarize students with programs of MICROSOFT OFFICE such as: WORD, EXCEL, and POWERPOINT.		
Program	<p>All exercises will take place in the computer room.</p> <p>E1 and E2 – Performing exercises in WORD;</p> <p>E3 and E4 – Performing exercises in EXCEL’</p> <p>E5 and E6 – Performing exercises in POWERPOINT.</p> <p>The student’s task will be prepare a presentation on a given topic.</p>		
Conditions of completion	<p>The basis for passing is:</p> <ul style="list-style-type: none"> - attendance at classes; - giving a short presentation during the course. <p>Grade 2-5</p> <p>Total Points: 2ECTS</p>		
Teacher	Wioletta Dobaczewska, Ph.D.		