

DESCRIPTION OF THE STUDY SUBJECT

Title

INFORMATION TECHNOLOGIES

Scope of the subject

Semester	Mode of studies	Structure*				Total number of hours	Number of credits	Group and type of subjects
		L	LW	C	S			
I	Full-time	6	38	8	54	106	4	Compulsory subjects of the study field
I	Part-time	4	20	28	54	106	4	

*L – lectures, PS – practical activities, seminars, LW – laboratory work, PR – practice, CP – course paper, C – consultations, S – self-study

Aim of the subject

To know the usage of computers and modern tools of information and communication technology in various areas; to be able to legally and systematically process information using tools and methods of information technology.

Necessary background knowledge for studying the subject

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Content of the subject

Title of the topic and description of the content	Number of contact hours			S	Total number of hours
	L	Lw	C		
1. Information search strategy and management of results. Perception and identification of the demand for information. Planning of information search. Search for targeted information through online portals and databases. Search for legal information. Document templates, forms, footnotes. Management of high volume documents. Structure of the document. Formation and updating of the content, making and updating of pictures and tables lists.	4	10	-	-	14
Test No. 1. Information search, preparation of the text document.	-	2	2	16	20
2. The technology of designing and managing documents with calculated elements. Data formats, their editing, input control. Creating and editing of a table. Its designing and saving. Use of functions and formulas. Logical, lookup and reference, text, date and time functions. Designing and editing of charts. Data sorting, filtering of lists. Cumulative intermediate calculations. Dynamic summaries of a list.	-	8	-	-	8
Test No. 2. Data analysis using a spreadsheet.	-	2	2	12	16
3. Project Management. The concept of the project. Types of projects and their impact on management. Project lifecycle. Management of the scope of projects. Management of the duration of the project. Allocation of resources.	2	14	-	-	16
Preparation and defence of the project. Preparation and implementation of the project on a chosen topic, preparation of a description and presentation.	-	2	4	26	32
Total number of hours	6	38	8	54	106

Assessment of learning outcomes

Ten-point criteria-based assessment system as well as cumulative assessment using individual cumulative index (ICI) are applied. The overall grade is the sum of grades for tests (T), and the project (PR) multiplied by weighted coefficients. $ICI = 0,3 T1 + 0,3 T2 + 0,4 PR$

Recommended literature

Key literature						
No.	Year of publishing	Author(s) and title of the publication	Publishing house	Number of copies and/or internet link		
				ŠSSC library	Other premises	Other libraries *
1.	2014	Macaitienė R., Steponavičienė V.,	Šiaulių	Elektroninis išteklis		

		Morkevičienė I. MS Excel taikymas: duomenų analizės ir verslo modeliavimo pagrindai.	kolegijos leidybos centras			
2.	2013	Čeponienė L., Čeponis J., Balzaravičienė S. ir kt. Informacinių sistemų projektų vadybos technologijos. Laboratoriniai darbai su Microsoft Project 2010 ir Microsoft Project Server 2010	Technologija	Elektroninis išteklius https://www.ebooks.ktu.lt/eb/1274/informaciniu-sistemuu-projektuu-vadybos-technologijos-laboratoriniai-darbai-su-microsoft-project-2010-ir-microsoft-project-server-2010/		
3.	2011	Leonavičienė B. Microsoft Office 2010		10	1	7
4.	2010	Vidžiūnas A., Vidžiūnaitė M. Microsoft Word 2013	Smaltija	4	-	4

Additional literature

No.	Year of publishing	Author(s) and title of the publication	Publishing house and/or internet link
1.	2015	Morkevičienė I. Nuotolinis kursas „Informacinės technologijos“	https://moodle.svako.lt/
2.	2011	Walkenbach J. Excel 2010 Bible (su CD-ROM).	Wiley
3.	2011	Wempen F. Microsoft PowerPoint 2010 Bible (su DVD).	Wiley
4.	2011	Herb T. Microsoft Word 2010 Bible.	Wiley

* ŠAVB – Šiauliai Region Povilas Višinskis Public Library, ŠU – library of Šiauliai University

Required material resources and their short description

<ul style="list-style-type: none"> • Equipment (devices): a computers (16 units), computers connected to the local network and connected to the Internet, multimedia projector, printer. • Software: MS Office 2013 or later, OpenOffice.org 4.1 or later, MS Windows 10 or later.
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The description prepared by:

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