Module name:		**Information Technology**
ECTS:		**2**
Learning effects		Course outcomes:
Knowledge:	1	Student knows rules of proper text processing
Skills:	1	Student formats texts with graphics
	2	Student creates Excel formulas
	3	Student develops simple web site
Competences:	1	Student constantly updates knowledge and skills
	2	Student communicates with others by means of formal documents or websites
Objectives of the module required to obtain learning effects:		MS Word, essentials. Text formatting: fonts, bold, underline, italic, text effects. Paragraph formatting: indentation, space above/below, interline. Numbered lists, punctuations. Inserting and formatting pictures and charts. MS Excel, basic formulas, relative and absolute addresses. Built-in common function and advanced formulas. Charts and graphs. Building presentations with MS Power Point. Text formatting. Using graphics, charts, and graphs in presentation. Using templates. Basics of html. Text and paragraphs formatting, links. Inserting graphics. Communicating using Web pages and email.
Assessment methods:		Written test