Institution: Kolping Higher Education Institution
Study programme: Social Work Management, Child Welfare and Social Security

SUBJECT PROGRAMME

1. Name of the subject	2. Credits
INFORMATION TECHNOLOGY	**4 ETC (107 academic hours)**

3. Correlation between the learning outcomes of the program and the subject, study methods and methods for evaluation of student's achievements

Programs studies results	Learning outcomes of the subject	Teaching/learning methods	Student achievement assessment methods
SDV studies program: 2. The graduate will be able to carry out practice-oriented empirical research in the solution of specific social work problems. *VGS studies program:* 2. The graduate will be able to carry out practice-oriented empirical research and to apply the research results to the solution of specific psychosocial problems in the field of child welfare and social security.	**1.** Will be able to perform actions with main Windows OS objects. **2.** Will be able to use a computer network safely (local, global), Google Chrome and Mozilla Firefox browsers, will know email etiquette. **3.** Will be able to work with various Windows environment programs (MS Word, MS Excel, MS PowerPoint and their cloud equivalents).	Theoretical lecture, practical exercises, consultations, independent work, quizzes.	Independent work, Midterms tests, practical computer tasks.

4. Abstract (maximum 200 words; describes relevance of the subject)

The Information Technologies subject is intended for students who already possess basic computer skills acquired in secondary education. By studying the Information Technologies module, students will develop the ability to identify problems and anticipate solution strategies, manage and interpret information, and apply integrated information management in the learning process. They will be able to search for information in global databases and apply computer literacy skills to the preparation of text documents, written reports, and the layout of promotional and educational materials. Students will acquire skills in working with numerical data, applying graphical data visualisation methods, and understanding the specific features of different types of charts. They will be able to prepare computer-based visual presentations that meet the fundamental requirements of presentation design. The acquired knowledge and experience will be applied in the study of other academic subjects and will enable the further development of skills in future professional activities, which are increasingly computerised, as information literacy has

5. Main topics subject and number of hours

No.	Names of the topics	The number of contact hours			The number of hours for self-study
		Theory	Exercises	Consultations	
1.	**Introduction to the Subject**: Purpose, Structure, and Requirements. Subject scope, aims and objectives. Logical structure of topics and learning sequence. Assessment system and requirements, academic integrity principles. Overview of recommended literature and international sources. **General Informational technology (IT) knowledge** – computer operating room system, systemic and application software, network (local, global).	1	3		1
2.	**Actions with main Windows OS objects.** Windows Explorer. Cases and folders compression.	1	3		2
3.	**Internet.** Work with browsers. Information search. Work with documents. Electronic mail – safe use and etiquette.	1	3		3

4.	**Text editors** – purpose, application opportunities, fonts, objects, styles, collective work, connection with other programs and the internet.	1	3		16
5.	**Spreadsheets** – purpose, application possibilities, navigation, data formats, functions, formulas, charts, data analysis tools, data sorting, filtering, etc.	1	3		12
6.	**Cybernetic security –** passwords, social engineering, double authentication, AI.	1	3		20
7.	**Presentations.** Submissions elements creation, objects copying, transfer and deletion, drawing, display effects.	1	2		9
8.	**Google tools for the team for work.**	1	2		8
	Total number of hours	**8**	**22**	**6**	**71**
	Exam	**2**			

6. Criteria for assessment of student's achievements

Grade and brief description of the knowledge and skills	**Brief description of the criteria**
10 (excellent) Excellent performance, outstanding knowledge and skills	Excellent, exceptional, comprehensive knowledge and its application in solving complex practical problems. Student studied additional material independently. Perfect understanding and use of concepts, ability to analyse them in the broader context of the subject. Original and independent thinking. Excellent analytical and evaluation skills and insight. Excellent preparation for further studies. Excellent application of theoretical knowledge. Excellent performance in dealing with sophisticated non-standard tasks. Impeccable, exceptional performance quality. Excellent expression and presentation skills. Well aware of what and why is being done.
	All the learning outcomes achieved
9 (very good) Strong performance, good knowledge and skills	Strong, good, comprehensive knowledge and its application in solving complex practical problems. Student studied additional material independently. Perfect understanding of studied material, proper use concepts. Original and independent thinking. Very good analytical, evaluation and synthesis skills. Very good preparation for further studies. Very good application of theoretical knowledge. Good performance in dealing with sophisticated non-standard tasks. Very good performance quality. Very good expression and presentation skills. Understanding of the methods, techniques applied and the reasons why.
	At least 90 percent of the learning outcomes achieved
8 (good) Above the average performance, knowledge and skills	Better than average knowledge and its application in solving practical problems. Familiar with the mandatory material. Able to work independently with additional material. Student understands the concepts and principles, applies them properly. Good reasoning and arguments substantiated on facts. Good preparation for further studies.

	Good application of knowledge. Correctly solves moderately complex and more difficult tasks. Good performance quality. Good expression and presentation skills. Knowledge of the methods, techniques that need to be applied.
	At least 80 percent of the learning outcomes achieved
7 (average) Average performance, knowledge and skills with unessential shortcomings	Average performance, with unessential shortcomings Application of knowledge to solve practical problems. Familiar with the main material. Student understands and uses the concepts and principles. Linking of several key components into a whole. Fairly good reasoning. Sufficient preparation for further studies. Knowledge is applied in accordance with the given examples. Good performance quality. Correctly solves moderately complex tasks. Sufficient expression and presentation skills.
	At least 70 percent of the learning outcomes achieved
6 (satisfactory) Below average performance, knowledge and skills with substantial shortcomings	Below average knowledge, with errors. Application of knowledge to solve uncomplicated practical problems. Familiar with the main material. Satisfactory understanding of the concepts, ability to describe incoming information in own words. While analysing, student focuses on several aspects, but is unable to relate them. Satisfactory preparation for further studies. Knowledge is applied in accordance with the given examples. Satisfactory performance quality. Able to act by analogy. Correctly solves simple tasks, but does not comprehend more complex ones. Satisfactory expression and presentation skills.
	At least 60 percent of the learning outcomes achieved
5 (weak) Knowledge and skills meet minimum criteria	Knowledge meets minimum criteria. Application of knowledge to solve uncomplicated practical problems. Simple recitation of learned concepts, text retelling. The answer is focused on one aspect. Minimum preparation for further studies. Minimum sufficient skills to solve problems based on examples. Able to act by analogy. Satisfactory expression and presentation skills.
	At least half of the learning outcomes achieved
4 **3** **2** **1**	**Unsatisfactory** Below minimum criteria Knowledge does not meet minimum criteria. Skills do not meet minimum criteria.
	Less than half of the learning outcomes achieved

7. Prerequisite subjects

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8. Forms of assessment of student achievement (components of cumulative assessment)

100 % FA = 20 % SW + 0 % IT + 60 % E

- FA – final assessment,
- SW – self-work (project work) and its defense,
- IT – intermediate tests
- E – exam

9. Coordinating teachers

Position	Surname, name, academic degree
lecturer	Juozas Stočkus, Master

10. Recommended literature

No.	Year of issue	Authors and title of the publication	Publisher	Access		
				At the KOLPING library	In other in city libraries	In databases
Main literature						
1.	2017	E. Frick. Information Technology Essentials: An Introduction to Information Technology	Eric Frick Publisher			x
2.	2020	Kęstutis Bartnykas. Kompiuterių sandara. Procesoriaus ir atminties įrenginių veikimo pagrindai (2-oji laida)	Kaunas: KTU		x	
3	2020	Kibernetinis saugumas ir verslas. Ką turėtų žinoti kiekvienas įmonės vadovas (E knyga)	LR krašto apsaugos ministerija			x
Additional literature						
4.	2022	A. Paulauskaitė-Tarasevičienė, Kristina Šutienė. Intelektikos pagrindai	K: Technologija		x	
5.	2019	K. Mitnick. The Art of Invisibility	Little Brown and Company			x