

Course name: **Use of databases and content presentation**

No. of ECTS: **3**

Aim:

This subject aims at conveying knowledge in the field of methods of searching and gaining information necessary in the process of project and task management, basic data sources and techniques used in data processing and presentation of information, available software used in data processing and presentation of information.

Course content:

- Searching and acquisition of data from the environment;
- Basic principles, methods and solutions used in data presentation;
- The most popular formats of data presentation;
- Use of map of thoughts technique;
- Using narration in structuring and prioritisation of data;
- Using MS Powerpoint, KeyNote and Impress to present the content;
- Using Prezi software in presentations.

Skills:

- Knowledge of basic principles of using information and ability to recognize sources of data and their categories in information management;
- Knowledge on techniques used in data processing and information management;
- Basic software used to process data and manage information;
- Ability to find and select data to create presentation of information in management process;
- Ability to use chosen techniques in data processing;
- Ability to use basic software to structure and visualize data and information;
- Ability to update their knowledge, understanding of a need of further and constant development and improvement of their skills and ability to prepare a project by working in a team.

Form of teaching:

Laboratory