Subject: **Information Technology**

GENERAL INFORMATION

Organization unit	Faculty of:Physical Education Chair of: Tourism and Recreation Chairman: prof. Paweł Tomaszewski
Course name	Technology Information
Subject code	8/2/I/T
Teaching language	English
Type of subject (obligatory/ facultative)	Facultative
Level of studies (eg. bachelor, master)	bachelor
Study year	1
Semester	2
ECTS points	3
Professor	Szymon Kulis PhD
Studies program in which the subject is realized	Tourism and Recreation
Method of realization (stationary/ distance learning)	stationary
Prerequisites	basic knowledge of computer use

DETAILED INFOMATION

Course aims and objectives

The aim of the *Information Technology* course is to equip students with essential theoretical knowledge and practical skills necessary for effective use of modern computer technologies in academic and professional contexts. The course introduces students to the structure and functions of a computer, along with fundamental principles of occupational health and safety in the IT environment. Students will become proficient in navigating operating systems and managing computer functionalities such as file organization, data recovery, and data compression. A significant focus is placed on mastering Microsoft Office tools, including advanced text editing and formatting in Word, table creation, automated content elements like bibliographies and tables of contents, and designing structured templates for official documents. The course further develops students' abilities to use Microsoft Excel for data entry, formatting, performing calculations using relative and absolute references, applying conditional functions, and creating visual data presentations through charts. Students will also learn to sort and filter data efficiently and design reusable spreadsheet templates. Additionally, the course covers the principles of creating impactful presentations in Microsoft PowerPoint jnd emphasizes the importance of computer and data security. Finally, students will gain awareness of the dynamic development of information technology and its relevance across various disciplines, particularly in the field of physiotherapy and rehabilitation.

Obligatory literature:
1. Blanc, I. (1995). Learning Microsoft Office, Professional Version: Word, Excel, PowerPoint, Access. DDC Pub.
2. Clark D.H. (1999) Research Problem in Physical Education 2nd edition, Eaglewood Cliffs, Prentice Hall, Inc.
3. House, D. (2015). Microsoft Word, Excel, and PowerPoint: Just for Beginners. Outskirts Press.
4. Schiessl, P. (2018). Microsoft Excel 2019 - Training book with many Exercises: From the Beginning to Advanced Applications. Independently published.
5. Solosky, S. C. (2002). Microsoft Word: Practice and Exercises. Kendall/Hunt Publishing Company.
6. Verma, J. P. (2011). Statistical Methods for Sports and Physical Education. Tata McGraw Hill Education Private Limited.

Main topics

No	Topic
	Lectures/classes
1	Occupational health and safety instruction; structure and function of a computer.
2	Operating systems and practical computer usage.
3	Basic text formatting in MS Word.
4	Table creation and formatting in MS Word.
5	Bullets and numbering, automatic formatting.
6	Automatic tables of contents, figures, and bibliographies.
7	Template creation: applications, surveys, lab reports.
8	Basic spreadsheet formatting in MS Excel.
9	Calculations and cell addressing in MS Excel.
10	Basic functions and conditional functions (e.g., IF).
11	Sorting, filtering data, and chart creation.
12	Template creation in MS Excel.
13	Basics of creating presentations in MS PowerPoint.
14	Computer security.
15	Perspectives on the development of information technology.

CONDITIONS FOR PASSING CLASSES:

To successfully complete the course, students are required to prepare and deliver a presentation using Microsoft PowerPoint on a topic selected in agreement with the instructor. In addition, students must pass a practical test evaluating their ability to apply the skills acquired during the course. The practical test will be assessed and graded.

1 ECTS point = ………………. hours students work (contact + self study)

TYPES OF CLASSES	HOURS
1. Contact classes	
2. Students' preparations of the presentations	
3. Self study as preparation to the written exam	
4. Self study as reading text prepared by the teacher	
Total = 100 hours- ECTS points ……………	

Author of the class card:	Name, surname and email
Date: 10.04.2025	Szymon Kuliś, szymon.kulis@awf.edu.pl

- Explanation of computer security basics.
- Understanding the structure and functions of a computer.
- Ability to use computers for text processing, spreadsheets, and presentations.
- Familiarization with basic IT techniques and operating systems.