

Subject: Information Technology

GENERAL INFORMATION

Organization unit	Faculty of: Physical Education
	Chair of: Tourism and Recreation
	Chairman: prof. Paweł Tomaszewski
Course name	Information Technology
Subject code	8/2/I/T
Teaching language	English
Type of subject	Facultative
(obligatory/ 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
(stationary/ distance learning)	
Prerequisites	basic knowledge of computer use

DETAILED INFOMATION

Course aims and objectives

The Information Technology course provides students with theoretical knowledge and practical skills for effective computer use in academic and professional settings. It covers computer structure, IT occupational safety, and operating system navigation, including file management, data recovery, and compression. Students gain proficiency in Microsoft Word (advanced editing, bibliographies, templates), Excel (data entry, calculations, conditional functions, charts, templates), and PowerPoint (creating impactful presentations). The course also emphasizes computer and data security, and highlights the evolving role of IT, especially in 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.



Main topics

No	Торіс			
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 o	f 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.