

**Subject:** Information technology

**I. General information**

<b>Organization unit</b>	Faculty of Physical Education Chair: Tourism and Recreation Supervisor: Paweł Tomaszewski
<b>Course name</b>	Information technology
<b>Subject code</b>	8/2/I/T
<b>Teaching language</b>	English
<b>Type of subject (obligatory/ facultative)</b>	facultative
<b>Level of studies (eg. bachelor, master)</b>	bachelor
<b>Study year</b>	1
<b>Semester</b>	2
<b>ECTS points</b>	3
<b>Teacher</b>	Paweł Tomaszewski (pawel.tomaszewski@awf.edu.pl)
<b>Studies program in which the subject is realized</b>	TOURISM AND RECREATION
<b>Method of realization (stationary/ distance learning)</b>	stationary
<b>Prerequisites</b>	Basic knowledge on computer architecture and operating systems

**II. Detailed Information**

**Course aims and objectives**

A1	Prepare students to function effectively in a dynamic technological era
A2	Facilitate the development and application of problem-solving skills in students with the use of available information technologies.
A3	Develop computer-related skills for immediate application to other curricular areas (Internet search, editing text, data storing and processing)

**Learning outcomes**

Learning outcome	Subject's learning outcomes
<b>Knowledge</b>	
K_W18 knows methods and tools, including data acquisition, appropriate for tourism and recreation and useful for describing structures and social institutions and the processes taking place within them as well as between them	Knows and understands the basic concepts associated with a computer architecture, operating system and MS Office application programs. Knows the principles of safe use of the computer system and its software.
K_W18 knows methods and tools, including data acquisition, appropriate for tourism and recreation and useful for describing structures and social institutions and the processes taking place within them as well as between them	Distinguishes and explains editing functions and text formatting in word processors. Distinguishes and explains calculation functions of a spreadsheet.
K_W18 knows methods and tools, including data acquisition, appropriate for tourism and recreation and useful for describing structures and social institutions and the processes taking place within them as well as between them	Possesses knowledge on presenting results of his own activities on issues related to tourism and recreation with the use of selected information techniques. Knows the rules for creating a multimedia presentation.
<b>Skills</b>	
K_U11 is able to use basic academic and practical knowledge and access data necessary to analyse specific processes and social phenomena in tourism and recreation K_U09 is able to operate typical computer systems used in office work and organization management	Is able to acquire and process information from the Internet, search and use the internet services appropriate for tourism and leisure. Is able to configure settings in selected application programs.
K_U11 is able to use basic academic and practical knowledge and access data necessary to analyse specific processes and social phenomena in tourism and recreation K_U15 using basic research methods, (s)he is able to identify chosen social, economic and environmental problems related to development of tourism K_U09 is able to operate typical computer systems used in office work and organization management	Using the editing and text formatting functions, student can create and process texts in word processors. He/she can use the calculation functions of a spreadsheet and design and format tables. Is able to interpret obtained numerical data and present the results on the charts.
K_U15 using basic research methods, (s)he is able to identify chosen social, economic and environmental problems related to development of tourism K_U18 has the ability to prepare a report (written or oral) on projects or research that (s)he has carried out	Is able to present the results of his own activities on issues related to tourism and recreation with selected information techniques.
<b>Social Competences</b>	
K_K03 The graduate thinks and acts resourcefully K_K07 understands the need for lifetime	Has the need to supplement and improve acquired knowledge and skills in the use of information technology.

learning	
K_K03 The graduate thinks and acts resourcefully K_K04 cooperates and works in a team, taking various roles K_K05 communicates with people, also in stressful situations	Works in a team performing various tasks.
K_K05 communicates with people, also in stressful situations	Communicates via electronic media

### Syllabus contents

No	Title
<b>Classes/ Practical classes</b>	
SC1	Personal adjustments of settings and toolbars, creating MS Word documents.
SC2	Text formatting, editing commands, symbols, tabulators, bullets and numbering, page numbers.
SC3	Inserting and formatting tables.
SC4	Inserting and formatting images, creating equations.
SC5	Page and section breaks, formatting header and footer
SC6	Creating table of contents.
SC7	Mid-term exam (Word or other text editor)
SC8	Personal adjustments of settings and toolbars, creating MS Excel workbooks and sheets.
SC9	Entering the data, data formats. Cell formatting. Sorting and filtering the data.
SC10	Formulas and selected functions. Fixed address.
SC11	Chart creating and formatting.
SC12	PivotTables, Pivot Charts
SC13	Serial correspondence – preparation of personalized letters using Word and Excel documents
SC14	Application of built-in functions for simple statistical calculations – descriptive statistics
SC15	Final exam (MS Excel or other spreadsheet)

Assessment criterion:

Students' activity, test of practical skills

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.

**1ECTS point = 30 hours students work (contact + self study)**

<b>TYPES OF CLASSES</b>	<b>HOURS</b>
Contact hours	30
Self study	60
<b>Total = 90 hours = 3 ECTS</b>	