

Subject: IT in tourism and recreation

I. General information

Organization unit	Faculty of Physical Education Chair: Tourism and Recreation Supervisor: Paweł Tomaszewski
Course name	IT in tourism and recreation
Subject code	12/1/II/T
Teaching language	English
Type of subject (obligatory/ facultative)	facultative
Level of studies (eg. bachelor, master)	master
Study year	1
Semester	1
ECTS points	4
Teacher	Paweł Tomaszewski (pawel.tomaszewski@awf.edu.pl)
Studies program in which the subject is realized	TOURISM AND RECREATION
Method of realization (stationary/ distance learning)	stationary
Prerequisites	Moderate 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, semi-advanced information technologies.
A3	Develop computer-related skills for immediate application to other curricular areas (internet search, preparing multimedia presentation, database creation)

Learning outcomes

Learning outcome	Subject's learning outcomes
Knowledge	
K_W02 Having gathered the necessary resources, he or she is able to organise and run tourist and recreational entities. He or she is able to analyze and assess economic and organizational conditions for running an individual business, as well as enterprises and non-profit organizations providing tourist and recreational services.	Knows and understands the advanced 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_W02 Having gathered the necessary resources, he or she is able to organise and run tourist and recreational entities. He or she is able to analyze and assess economic and organizational conditions for running an individual business, as well as enterprises and non-profit organizations providing tourist and recreational services.	Distinguishes and explains editing functions of multimedia presentations. Knows the rules for creating a multimedia presentation and designing website. Knows and understands principles of designing databases and defining basic keys for relations.
K_W02 Having gathered the necessary resources, he or she is able to organise and run tourist and recreational entities. He or she is able to analyze and assess economic and organizational conditions for running an individual business, as well as enterprises and non-profit organizations providing tourist and recreational services. K_W06 Ma wiedzę z zakresu analizy warunków otoczenia funkcjonowania przedsiębiorstw oraz instytucji non profit świadczących usługi turystyczne i rekreacyjne w działalności gospodarczej i społecznej. Posiada wiedzę z zakresu pozyskiwania i analizy danych statystycznych.	Possesses knowledge on managing and presenting results of his own activities on issues related to tourism and recreation with the use of information techniques.
Skills	
K_U06 is able to use specialist programmes helpful in running a tourist enterprise, including central reservation systems and other programs supporting e-business K_U08 In running a business, he or she can use both secondary and primary sources in order to diagnose the market situation and forecast future trends.	Is able to acquire and process information from the Internet, search and use the internet services appropriate for tourism and leisure. Is able to designing own website and place it on the server.
K_U07 has the ability to critically analyse and select information from various sources, to draw conclusions and to judge K_U11 can create innovative, or modify the already existing forms of, events or tourist services, also based on new technology and communication possibilities	He/she can design, import and modify tables, define basic keys for relations, sort and search data. Using adequate forms and queries, the graduate can create and manage database.

<p>K_U07 has the ability to critically analyse and select information from various sources, to draw conclusions and to judge</p> <p>K_U11 can create innovative, or modify the already existing forms of, events or tourist services, also based on new technology and communication possibilities</p>	<p>Is able to create reports and present results of his own activities on issues related to tourism and recreation with selected information techniques.</p>
Social Competences	
<p>K_K06 understands the need for lifetime learning, can inspire and organise the learning process of others</p>	<p>Has the need to supplement and improve acquired knowledge and skills in the use of information technology in tourism in recreation.</p>
<p>K_K03 acts ethically bearing in mind the risk of violating the common good or personal rights of other people.</p> <p>K_K04 gets involved in individual and team work; undertakes complex professional tasks in the field he or she specialises in</p>	<p>Works in a team performing various tasks.</p>
<p>K_K04 gets involved in individual and team work; undertakes complex professional tasks in the field he or she specialises in</p> <p>K_K06 understands the need for lifetime learning, can inspire and organise the learning process of others</p>	<p>Communicates via electronic media</p>

Syllabus contents

No	Title
Classes/ Practical classes	
SC1	Personal adjustments of settings and toolbars in MS office or other software.
SC2	Creating multimedia presentations using MS PowerPoint - general rules for creating a multimedia presentation
SC3	Creating multimedia presentations using MS PowerPoint - edition of slides. Inserting graphics and animation.
SC4	Internet services – electronic mail – configuration and application.
SC5	Internet search engines. Designing own website.
SC6	Designing own website.
SC7	Placing website on the server.
SC8	Mid-term exam (PowerPoint or other software, website design)
SC9	Database creation using MS Access – basic definitions and commands.
SC10	Database design, import and modification of tables, defining basic keys for relations, sorting and searching data.
SC11	Designing forms and queries (multitabular, parametric, cross-queries, functional: updating, copying, deleting, summing up and attaching).
SC12	Designing forms and queries (multitabular, parametric, cross-queries, functional: updating, copying, deleting, summing up and attaching).
SC13	Data processing– adding, editing and removal.
SC14	Creating reports.
SC15	Final exam (MS Access)

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. Foulkes, L. (2020). Learn Microsoft Office 2019: A comprehensive guide to getting started with Word, PowerPoint, Excel, Access, and Outlook (Illustrated edition). Packt Publishing.
4. House, D. (2015). Microsoft Word, Excel, and PowerPoint: Just for Beginners. Outskirts Press.
5. Schiessl, P. (2018). Microsoft Excel 2019 - Training book with many Exercises: From the Beginning to Advanced Applications. Independently published.
6. Wilson, K. (2017). Essential Office 365 Second Edition: The Illustrated Guide to Using Microsoft Office. Elluminet Press.

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

TYPES OF CLASSES	HOURS
Contact hours	30
Self study	90
Total = 120 hours = 4 ECTS	