

## **Subject: Communication technology. Computer basics (IT)**

### **I. General information**

<b>Organization unit</b>	Faculty of Rehabilitation Department of Natural Sciences Head: dr hab. Professor AWF Ida Wiszomirska
<b>Course name</b>	Communication technology. Computer basics (IT)
<b>Subject code</b>	FV-30
<b>Teaching language</b>	English
<b>Type of subject (obligatory/ facultative)</b>	Obligatory
<b>Level of studies</b>	Long-cycle master's
<b>Study year</b>	I
<b>Semester</b>	II
<b>ECTS points</b>	1
<b>Teacher/ e-mail</b>	dr hab. prof. AWF Michalina Błażkiewicz, michalina.blazkiewicz@awf.edu.pl
<b>Studies program in which the subject is realized</b>	Physiotherapy
<b>Method of realization (stationary/ distance learning)</b>	Stationary
<b>Prerequisites</b>	Before starting the module, the student has basic computer skills

## II. Detailed Information

Course aims and objectives

A1	Introduction to the basics of information techniques and operating systems.
A2	Ability to use a computer, process texts, use spreadsheets and create presentations.
A3	Introduction to the design and functions of the computer.
A4	Explain the basics of computer security.

### Learning outcomes

Learning outcome	Subject's learning outcomes
<b>Knowledge</b>	
<p>O.W1 scientific discipline issues - biological sciences including development, structure and functions of the human body in normal and pathological conditions;</p> <p>B.W21. IT and statistical tools for developing and presenting data, and for problem solving;</p> <p>E.W1. research methods and techniques used as the part of ongoing scientific research.</p>	<p>1. Has basic knowledge of information technology, including the capabilities of Microsoft Office software.</p>
<b>Skills</b>	
<p>O.U3. create, verify and modify physiotherapy programs for people with various dysfunctions, including the elderly, according to their clinical and functional condition, as well as a part of a comprehensive rehabilitation process;</p> <p>B.U6. estimate physiotherapeutic treatment costs;</p> <p>B.U7. carry out a simplified market analysis for the purpose of planning physiotherapy activities;</p> <p>E.U4. conduct scientific research, interpret and document its results;</p>	<p>1. Is able to use the program for editing text and also perform basic tasks related to the creation, formatting of documents and preparing them for distribution</p> <p>2. Is able to ensure the security of the computer and the data contained on it.</p> <p>3. Has the ability to determine the most important computer configuration parameters</p> <p>4. Uses the help function and knows how to proceed in the event of suspension of a program's activities</p> <p>5. Has the skills to effectively use the desktop, use icons and windows</p> <p>6. Manages files and folders, ie knows the ways to copy, move, delete files and directories, and can compress and decompress files</p> <p>7. Is able to select and process information by using queries and calculation functions as well as sorting functions available in MS Word and Excel.</p> <p>8. Is able to present data on the appropriate graph with the indication of measurement uncertainty.</p> <p>9. Is able to create, format, modify and prepare a presentation using various slide layouts for viewing and printing.</p>

F.U9. enter data and obtained information as well as a description of the effects of treatments and therapeutic activities in the patient's documentation.	
<b>Social Competences</b>	
<p>O.K5. perceive and recognize their own limitations, self-assessing deficits and educational needs;</p> <p>O.K6. use objective sources of information;</p> <p>O.K9. take responsibility related to decisions taken as part of the professional practice, as well as those of self and other people's safety.</p>	<ol style="list-style-type: none"> <li>1. Is able to determine the scope of his professional competence and understands the need for cooperation with specialists in technical, mathematical and IT sciences.</li> <li>2. Is able to independently perform the tasks entrusted to him using the help of websites or instructions available in the application programs.</li> <li>3. Is able to carry out tasks while ensuring his own safety and that of the environment. He knows how to care for the security of the computer and the data contained in it.</li> <li>4. Understands the need for lifelong learning and the need for lifelong learning and professional development.</li> </ol>

### Syllabus contents

No.	Lecture title
<b>Classes/ Practical classes</b>	
1	Computer structure and function.
2	Operating systems and practical computer use (data compression, computer suspension, file recovery).
3	Basic ways to format text in Microsoft Office Word.
4	Basic ways to create and format tables in Microsoft Office Word.
5	"Bullets and Numbering" command. Creating various formats of automatic numbering.
6	Automatic tables of contents, tables and drawings, and bibliography.
7	Creating templates in Microsoft Office Word. Preparation of applications, surveys and laboratory reports.
8	Creating templates in Microsoft Office Word. Preparation of applications, surveys and laboratory reports. Basic ways to format Microsoft Office Excel spreadsheet.
9	Calculations in Microsoft Office Excel, relative, absolute and mixed addressing.
10	Basic formulas. Selected worksheet functions including "if" and "count if".
11	Sorting and filtering data. Creating charts.

12	Creating templates in Microsoft Office Excel.
13	General rules for creating presentations, slide layout and design.
14	Computer security.
15	Prospects for the development of information technology.

#### Assessment criterion

Local grade	Grade	Criteria
5	A	90% of final test
4,5	B	80% of final test
4	C	70% of final test
3,5	D	60% of final test
3	E	50% of final test
2	F	< 50% of final test

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

TYPES OF CLASSES	HOURS
Contact hours	15
Self study	15
<b>Total = 30 hours. = 1 ECTS</b>	