

## SYLLABUS FOR 2023/2024 ENROLLMENT

### GENERAL INFORMATION

**1. Name of the course**

Information technology

**2. Name of the faculty**

Department of Tourism and Recreation

**3. Level of education**

First-cycle studies

**4. Number of ECTS credits**

2

**5. Number of hours per semester**

semester	lecture	classes	lab./flc	prj./pc	self-study	internship
II			15			

**6. Language of instruction: English**
**7. Lecturer**

Magda Konieczna - msc

### DETAILED INFORMATION

**8. Access requirements**

1. Knowledge of information technology based on the curriculum from secondary school.

**9. Objectives of the course**

C1 To acquire the student's ability to use the tools of information technology in science, research work and organisation of the workbench.

**10. Field-specific learning outcomes in terms of knowledge, skills and social competences**

A student who successfully passed the course:

reference to field-specific learning outcomes

#### KNOWLEDGE

EU01	The student knows and understands standard statistical methods and IT tools for collecting, analysing and presenting social and economic data at the level allowing to describe and interpret phenomena	K_W11
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#### SKILLS

EU02	Can use IT technologies to collect, store, analyse and critically evaluate the data	K_U05
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#### SOCIAL COMPETENCES

EU03	Is ready to independently acquire and improve knowledge and professional and research skills	K_K08
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**11. Programme content**
**Form of the activity – lab.**

- 1) Text processing in a text editor (basic functions of the programme, formatting the document, editorial tools, tables, adapting the document to the requirements of the thesis)
- 2) Using a spreadsheet for basic calculations and data presentation (basic functions of the programme, using built-in functions, drawing and editing graphs)

- 3) Creating a multimedia presentation (operations on slides, using project templates, creating and formatting charts, tables, animations in the presentation)

## 12. Didactic tools/methods

1. 1. Computer with software (MS Office)
2. 2. Explanation and multimedia presentation
3. 3. Consultation

## 13. Methods of assessment

1. Attendance and activity in class
2. Written work

## 14. Student workload

Form of activity	number of hours
1. Classes with direct participation of the teacher and consultations	20
2. Student workload	30
sum	50
Total number of ECTS credits	2

## 15. Literature

Basic literature:

1. P. McFedries, Microsoft Office 2007 PL. Tips and tricks: business solutions, Helion Publishing House, Gliwice 2009
2. <https://support.office.com/pl-pl/>
3. R. Supranowicz, L. Łozowski, Systemy operacyjne Windows oraz Microsoft Office 2000 w praktyce, PWSZ w Legnicy, Legnica 2005

Supplementary literature:

1. K. Kaczanowska, P. Dynia, Excel in the company: practical solutions
2. J. Walkenbach, Excel 2010 PL, Helion Publishing House, Gliwice 2011
3. M. Kopertowska, Przetwarzanie tekst, PWN, Warszawa 2007

## 16. Forms of assessment - details

### Conditions for obtaining course credit:

Course completion conditions: the course ends with a credit

Percentage distribution of assessed effects in categories knowledge, skills, competences: W - 10%, U - 85%, K - 5%

Laboratory

Three written assignments including the knowledge of word processing software, spreadsheet software and software for creating and displaying multimedia presentations. A prerequisite for obtaining credit is obtaining a positive mark from three written assignments and attendance at classes. The work is evaluated on the basis of established criteria. For each criterion the student receives 0-2p.

o Scoring:

- 0%- 79% - unsatisfactory (2.0)
- 80%-83% sufficient (3.0)
- 84%-87% satisfactory plus (3.5)
- 88% - 91% good (4.0)
- 92% - 95% good plus (4.5)
- 96%-100% very good (5.0)

The course grade is the arithmetic mean of the marks from the papers with the proviso that the student receives a positive mark if he/she obtains at least a sufficient mark from each colloquium and demonstrates 90% attendance in class.

## 17. Other useful details concerning the course

1. Direct information about the issues of classes and a program content is provided by the teacher during classes and during office hours

2. Classes will be held at John Paul II University in Biała Podlaska or online
3. Classes will be held in accordance with the current schedule
4. Office hours will be held in accordance with the applicable schedule