**SYLABUS**

**applies to the** 2024-2027 **education cycle**

(extreme dates)

2024/2025 academic year

**1. INFORMATION ABOUT THE SUBJECT**

|  |  |
| --- | --- |
| Name of the subject | Information technology |
| Code of the subject\* | ------------------------ |
| Name of the unit providing the course | College of Medical Sciences |
| Name of the unit carrying out the subject | Institute of Physical Culture Sciences |
| Field of study | Physical education |
| Study degree | first degree |
| Profile | general academic |
| Form of studies | stationary |
| Year and semester(s) of study | 1 year, 1st and 2nd semester |
| Type of subject | major |
| Language of lecture | English |
| Coordinator | Dr. Robert Bak |
| Name and surname of the instructor(s) | Dr. Robert Bak, Dr. Eng. Bartosz Dziadek, Dr. Andrzej Para, Dr. Eng. Krzysztof Przednowek, Jerzy Kulasa, MA |

**\* *-****optional, as agreed with the Unit*

1.1.Form of classes, numer of hours and ECTS points

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester  (no) | Lect. | Class | Conw. | Lab. | Sem. | Pract. | Intern. | Others (what?) | ECTS points |
| Winter | ---- | ---- | ---- | 15 | ---- | ---- | ---- | ---- | 2 |
| Summer | ---- | ---- | ---- | 15 | ---- | ---- | ---- | ---- | 2 |

**1.2. Type of classes**

X traditional classes

☐ online classes

**1.3 Form of credit (of the course)(examination, marked credit, unmarked credit)**

classes – marked credit

2.PREREQUISITES

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| The student has elementary knowledge and skills related to operating a computer, Windows operating system, using the Internet and office applications. |

**3. GOALS, LEARNING OUTCOMES, CURRICULUM CONTENT AND APPLIED DIDACTIC METHODS**

**3.1 Objectives of the course**

|  |  |
| --- | --- |
| C1 | Knowledge and skills in the basics of information technology, text processing, spreadsheets, preparation of managerial and presentation graphics, obtaining and processing information on the Internet. |

**3.2 Learning outcomes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ek (Learning Outcome) | | content of the learning outcome defined for the subject | | reference to field outcomes | |
| EK\_01 | | Name and define concepts related to IT techniques and tools.Name, list and interpret the basic functionalities of classic and cloud office applications used to collect and process data in the research process in the field of physical culture sciences. | | K\_W19 | |
| EK\_02 | | The student will describe and characterize the ways of using information technology and modern techniques and applications to collect and process data in the process of physical education as well as monitoring and measuring physical activity. | | SKN/WFI/W4  SKN/WFI/W8 | |
| EK\_03 | | Processes the collected data and information using appropriate office programs. Applies appropriate means and techniques to process and present the collected data, as well as to increase the effectiveness of the didactic process in physical education. Uses organizers, digital notebooks, messengers and other services, also available on the Internet, in planning and organizing didactic and research work. Specifies the sources of obtaining professional knowledge. Searches and selects necessary information using databases and the Internet. | | K\_U01,  K\_U10,  K\_U22,  SKN/WFI/U7 | |
| EK\_04 | | Recognize the need for diligent preparation for their work and continuous intellectual development related to the steady progress that takes place in information technologies. | | K\_K02 | |
| EK\_05 | Through access to and knowledge of applications monitoring physical activity, it is possible to shape the habit of systematic physical activity and to diagnose its level. | | SKN/WFI/K4  SKN/WFI/K8 | |

**3.3 Program content**

A. Lectures

|  |
| --- |
| Content N/A |

B. Content of auditorium, seminar, laboratory, practical classes

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| --- |
| Course content |
| Text processing  Correct use of a computer to create, edit, format, store and print documents. Work with documents and save them as different file formats. Inserting tables, images and drawings into documents, preparing documents before sending a batch. Apply page setup options, format, check and correct a written text. |
| Spreadsheets  Working with spreadsheets and saving them in different file formats, correct page settings. Entering data into cells, formatting numbers and text content in a workbook. Sort, copy, move and delete data. Create mathematical and logical rules using standard functions and operators. Selection, creation and formatting of charts. |
| Management and presentation graphics  Types of managerial and presentation applications. Rules for entering, editing and formatting text in multimedia presentations. Templates and different types of slides, inserting and editing images and drawings, creating and formatting charts, applying animations and various slide transition effects. Saving presentations in various file formats. Display settings and configuration. |
| Services in information and communication Internet networks  and basic concepts related to them, security in ICT networks. Effective search and configuration of browser settings. Saving web pages and downloading files from the Internet, copying the content of pages to a text document respecting the intellectual property. Practical use of cloud computing services (Microsoft 365), familiarization with services enabling teamwork, communication, remote work and its organization. Create, share and send files, forms, plans, tasks, calendars within work teams. |
| Information technology in physical education  Modern devices, applications and services enabling monitoring and measurement of physical activity and supporting the process of physical education. |

3.4 Teaching methods

Laboratory: performing practical tasks, project method (paper, presentation).

4. ASSESSMENT METHODS AND CRITERIA

4.1 Ways to verify learning outcomes

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| --- | --- | --- |
| Effect symbol | Assessment methods of learning outcomes  (e.g. colloquium, oral exam, written exam, project, report, observation during classes) | Form of didactic activity  (lecture, class ...) |
| EK\_01 | TEST OF THEORETICAL KNOWLEDGE (COLLOQUIUM) | LAB |
| Ek\_ 02 | TEST OF THEORETICAL KNOWLEDGE (COLLOQUIUM) | LAB |
| EK\_03 | CONTROL OF THE CORRECT PERFORMANCE OF TASKS ON EACH STAGE, PROJECT, FINAL ASSESSMENT (ELECTRONIC FORM) | LAB |
| EK\_04 | CONTROL OF THE CORRECT PERFORMANCE OF TASKS ON EACH STAGE, PROJECT, FINAL ASSESSMENT (ELECTRONIC FORM) | LAB |
| EK\_05 | project | LAB |

Practical knowledge test - checking the correctness of practical tasks

Student's own work - Control of practical tasks on each stage

4.2 Conditions for passing the course (grading criteria)

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| --- |
| The grade is formulated on the basis of the sum of points obtained from the assessment of the performance of individual stage tasks, a project or a final test according to the following grading scale expressed in %:  • 51-60% max. pt. – satisfactory (3.0)  • 61-70% max. pt. – satisfactory plus (3.5)  • 71-80% max. pt. – good (4.0)  • 81-90% max. pt. – good plus (4.5)  • 91-100% max. pt. – very good (5.0)  Evaluation of competencies is a credit. Evaluation of competencies for 1st degree PE students |

**5. TOTAL STUDENT'S WORK INPUT REQUIRED TO ACHIEVE THE INTENDED EFFECTS IN HOURS AND ECTS CREDITS**

|  |  |
| --- | --- |
| Form of activity | Average number of hours to complete the activity |
| Contact hours according to the studies plan | semester I – 15  semester II – 15 |
| Others with the participation of an academic teacher (participation in consultations, examination) | Participation in consultations:  semester I – 10  semester II – 10 |
| Non-contact hours - own work  (preparation for classes, examinations, writing a paper, etc.) | Preparation to the classes:  semester I – 15  semester II – 10  project:  semester II – 5  preparation to the colloquium:  semester I – 10  semester II – 10 |
| HOURS TOTAL | semester I – 50  semester II – 50 |
| **ECTS TOTAL** | semester I – 2  semester II – 2 |

*\* It should be considered that 1 ECTS point corresponds to 25-30 hours of total student workload.*

6. PROFESSIONAL TRAINING WITHIN THE COURSE

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| --- | --- |
| hours | ----------------------------------- |
| rules and forms of internship | ---------------------------------- |

7. LITERATURE

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| Basic:  1. Węglarz W., Żarowska A. (2014) ECDL Base na skróty : syllabus V. 1.0, Wydawnictwo Naukowe PWN, Warszawa |
| Supplementary:   1. Joan Lambert, Curtis Frye, (2019), Microsoft Office 2019 Krok po kroku, przekład: Leszek Biolik, Krzysztof Kapustka, Marek Włodarz; APN Promise 2. Brett Hill (2020) Korzystanie z usług Microsoft Office 365 : prowadzenie małej firmy w chmurze; przeł. Leszek Biolik; Warszawa: APN Promise 3. Joan Lambert, Curtis Frye, (2019), Microsoft Office 2019 Step by Step, Microsoft Press 4. Hill Brett, (2020) Working With Microsoft Office 365: Running Your Small Business In The Cloud, Microsoft Press |

Acceptance by the Head of the Unit or an authorized person