



Course title: INFORMATION TECHNOLOGIES

ECTS credit allocation (and other scores): 2.0 ECTS

Semester: spring

Level of study: ISCED-6 - first-cycle programmes (EQF-6)

Branch of science: Natural sciences

Language: English

Number of hours per semester: 30

Course coordinator/ Department and e-mail: prof. dr hab. Małgorzata Jankun-Woźnicka, Department of Tourism, Recreation and Ecology, e-mail: mjpw@uwm.edu.pl

Type of classes: classes

Substantive content

CLASSES: Transfer of knowledge about the application of modern information technologies (IT). Characteristics and application of the office computer software: word processing, spreadsheets, managerial and presentation graphics, obtaining and processing information. Application of online tools in the education process. Presentation of acquired skills in the form of thematic works using the possibilities of word processors and spreadsheet, use of a pivot table and a pivot chart and a multimedia presentation. Support for graphic programs.

LECTURES: not applicable

Learning purpose: The aim of education is to learn the basic methods, techniques and application programs in the field of IT

On completion of the study programme the graduate will gain:

Knowledge: is able to use basic statistical and analytical methods to describe phenomena and processes related to tourism, occurring in the economy and in the natural environment

Skills: is able to use basic information technologies for the acquisition and processing of information,

Social Competencies: is able to properly assess the impact of tourism on various areas of human life and conscious of the need for lifelong learning

Basic literature: Kopertowska Mirosława, Sikorski Witold, Arkusze kalkulacyjne - Poziom zaawansowany, wyd. Mikom - Wydawnictwo Naukowe PWN, 2009; Kopertowska Mirosława, Sikorski Witold, Przetwarzanie tekstu - Poziom zaawansowany, wyd. Mikom - Wydawnictwo Naukowe PWN, 2009; Mendrala D., Szeliga M., Access 2010 PL - ćwiczenia praktyczne, wyd. Helion, Gliwice, 2010

Supplementary literature: Information technology magazines, for example Komputer Świat – online version: <https://www.komputerswiat.pl>

The allocated number of ECTS points consists of:

Contact hours with an academic teacher: 1.03

Student's independent work: 0.97