

DESCRIPTION OF THE COURSE OF STUDY

Course code	0521.2.OŚ1.A03.TI	
Name of the course in	Polish	<i>Techniki informacyjno-komunikacyjne</i>
	English	<i>Information Technology</i>

1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES

1.1. Field of study	environmental Protection
1.2. Mode of study	stationary / extramural
1.3. Level of study	First - Bachelor's Degree
1.4. Profile of study*	general academic
1.5. Person/s preparing the course description	Grzegorz Walek PhD
1.6. Contact	grzegorz.walek@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Language of instruction	Polish
2.2. Prerequisites*	Basic computer skills

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3.1. Form of classes	lab
3.2. Place of classes	Classes in the classrooms of the Jan Kochanowski University
3.3. Form of assessment	Credit with grade
3.4. Teaching methods	With the use of a computer: blended learning (work with the program with the support of the teacher, tasks to be solved), demonstration, discussion.
3.5. Bibliography	Required reading
	Further reading

Berbeka J., 2017, Technologie informacyjne i komunikacyjne na rynku turystycznym. Wydawnictwo C.H. Beck, 201 s.
 Przeździecki K., 2017, Technologie informacyjna dla studentów. WITKOM, Warszawa, 232 s.
 Michael A., 2019, Microsoft Excel® 2019 PL: biblia: wyczerpujące źródło wiedzy. Wydawnictwo Helion SA, Gliwice, 968 s.
 Grabiwoda B., 2019, E-konsumenci jutra: pokolenie Z i technologie mobilne. Wydawnictwo Nieoczywiste – imprint GAB Media, Warszawa, 310 s.
 Knych A., Noga H., 2020, Technologie informacyjne a kreatywność ucznia. Wydawnictwo Naukowe Uniwersytetu Pedagogicznego, Kraków, 132 s.
 Kelly K., 2017, Nieuniknione: jak inteligentne technologie zmienią naszą przyszłość. Wydawnictwo Poltex, Warszawa, 432 s.

4. OBJECTIVES, SYLLABUS CONTENT AND INTENDED LEARNING OUTCOMES

4.1. Course objectives (including form of classes)
<i>C1. Providing the student with knowledge and skills in the field of searching, editing, disseminating and storing various types of information with the use of computer techniques</i>
<i>C2. Providing the student with knowledge and skills in the field of operating selected computer programs and peripheral devices for various types of information</i>
<i>C3. Improving the teaching process, writing final and diploma theses, and conducting scientific activity by students</i>
4.2. Detailed syllabus (including form of classes)
Lab
<ol style="list-style-type: none"> 1. Definition of information and communication technology (ICT). The use of telecommunications and IT devices and accompanying services, in particular e-learning in the information and communication process. Personal data protection and communication techniques. The role of social media in communication. 2. Collecting, processing and sharing information in electronic form using digital techniques and any communication tools. Creation and application of electronic databases. 3. Editing raster graphics (processing digital images, maps, creating your own graphic composition, copying, cutting, pasting, scaling, preparing photos for documents, data export). 4. Editing vector graphics (processing vector graphics, drawing and editing shapes, working on a digital map image, exporting graphic data). 5. Editing and formatting text (workspace, writing, editing and formatting text according to various requirements, page plan and layout, tables, equation and graph editor, table of contents, tables and figures, bibliography, work automation). 6. Calculations and charts using spreadsheets (formulas, charts, filtering and sorting databases).

7. Creating multimedia presentations.
8. Sources of obtaining information from online databases and copyright issues.

4.3 Intended learning outcomes

Code	A student, who passed the course	Relation to learning outcomes
within the scope of KNOWLEDGE:		
W01	Lists modern computer techniques for acquiring, processing, editing and exporting various types of information about the environment.	OS1A-W07
within the scope of ABILITIES:		
U01	Finds and uses with a computer, available sources and types of information in the field of environmental protection, in text, image and database form.	OS1A-U01
U02	Uses known software packages to edit environmental data, including their processing, analysis and sharing in descriptive or pictorial form.	OS1A-U02
within the scope of SOCIAL COMPETENCE:		
K01	Recognizes the need for careful selection of information about the environment from the Internet and traditional sources, being aware of the possibilities offered by these resources and the limitations of their use, including those resulting from the existing copyrights and property rights and the protection of personal data.	OS1A-K01

4.4. Methods of assessment of the intended learning outcomes

Teaching outcomes (code)	Method of assessment (+/-)																				
	Exam oral/written*			Test*			Project*			Effort in class*			Self-study*			Group work*			Others* e.g. standardized test used in e-learning		
	Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes		
	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...	L	C	...
W01														X							
U01							X			X			X								
U02							X			X			X								
K01										X			X								

*delete as appropriate

4.5. Criteria of assessment of the intended learning outcomes

Form of classes	Grade	Criterion of assessment
classes (C)* (including e-learning)	3	finds available sources of information, can identify its type and display it in dedicated software
	3,5	as above, and moreover: has the ability to edit text, numerical and graphic information with the use of dedicated software
	4	as above, and moreover: has the ability to handle various software packages for editing any type of information; takes into account the norms and principles of intellectual property protection
	4,5	as above, and moreover: selects and organise information from various sources; can present the same type of information with different methods
	5	as above, and moreover: critically evaluates information from various sources; can assess the quality of the analyzed information

5. BALANCE OF ECTS CREDITS – STUDENT'S WORK INPUT

Category	Student's workload	
	Full-time studies	Extramural studies
<i>NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	30	
<i>Participation in lectures*</i>		
<i>Participation in classes, seminars, laboratories*</i>	30	
<i>Preparation in the exam/ final test*</i>		
<i>Others (please specify e.g. e-learning)*</i>		

<i>INDEPENDENT WORK OF THE STUDENT/NON-CONTACT HOURS/</i>	0	
<i>Preparation for the lecture*</i>		
<i>Preparation for the classes, seminars, laboratories*</i>		
<i>Preparation for the exam/test*</i>		
<i>Gathering materials for the project/Internet query*</i>		
<i>Preparation of multimedia presentation</i>		
<i>Others *</i>		
TOTAL NUMBER OF HOURS	30	
ECTS credits for the course of study	1	

**delete as appropriate*

Accepted for execution (date and legible signatures of the teachers running the course in the given academic year)

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