Appendix No. 1.5 to the Resolution No. 7/2023
of the Rector of the University of Rzeszów

SYLLABUS

REGARDING THE QUALIFICATION CYCLE FROM 2024 TO 2027
ACADEMIC YEAR 2024/2025

1. BASIC COURSE/MODULE INFORMATION

Course/Module title	Information Technology
Course/Module code *	O3
Faculty (name of the unit offering the field of study)	College of Humanities
Name of the unit running the course	Institute of Modern Languages
Field of study	Media, Visual and Social Communication
Qualification level	Bachelor's degree
Profile	general academic
Study mode	full-time
Year and semester of studies	Year 1, semester 1
Course type	subsidiary
Language of instruction	English
Coordinator	mgr inż. Grzegorz Kiecana
Course instructor	mgr inż. Grzegorz Kiecana

* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

Semester (no.)	Lectures	Classes	Laboratories	Seminars	Practical classes	Internships	others	**ECTS credits**
1		15						1

1.2. Course delivery methods
- conducted in a traditional way

1.3. Course/Module assessment (exam, pass with a grade, pass without a grade)
- pass with a grade

2. PREREQUISITES

Basic computer skills.

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

O1	Acquiring skills necessary for a practical use of a computer set.
O2	Acquiring skills necessary to work with office applications.
O3	Acquiring skills necessary to use the Internet.

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

Learning Outcome	The description of the learning outcome defined for the course/module	Relation to the degree programme outcomes
LO_01	Developing the practical ability to use a computer set.	K_U04
LO_02	Developing skills necessary to work with office applications.	K_U04
LO_03	Developing the ability to work online.	K_U04

3.3. Course content (to be completed by the coordinator)

A. Lectures

Content outline

B. Classes, laboratories, seminars, practical classes

Content outline
Discussion of the subject matter of the class, terms and conditions of passing the course. The role of information technology in learning, professional development and distance learning. Mental hazards arising from its improper use. Health and safety rules when using computers, multimedia devices and networks. Elements of copyright law in relation to software and files downloaded from the network.
Development possibilities. Exercises with Word, Excel, PowerPoint.
Information technology in everyday life - online safety and the impact of new technologies on people's daily lives. Use of Google Scholar and Publish or Perish search engines as a reliable source of information.

3.4. Methods of Instruction

e.g.

Practical project, group work

4. Assessment techniques and criteria

4.1 Methods of evaluating learning outcomes

Learning outcome	Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes)	Learning format (lectures, classes,...)
LO-01	OBSERVATION DURING CLASSES, PROJECT	CLASSES
LO-02	OBSERVATION DURING CLASSES, TEST, PROJECT	CLASSES
LO-03	OBSERVATION DURING CLASSES, PROJECT	CLASSES

4.2 Course assessment criteria

Credit for exercises - obtaining positive grades from control works at the computer.
The final grade is the total grade obtained from the colloquium and the grades obtained from the control works.
2.0: 0%–59,5%
3.0: 60%–69,5 %
3.5: 70%–78,5%
4.0: 79%–86,5%
4.5: 87%–93,5%
5.0: 94%–100%

5. Total student workload needed to achieve the intended learning outcomes – number of hours and ECTS credits

Activity	Number of hours
Course hours	15
Other contact hours involving the teacher (consultation hours, examinations)	5
Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.)	5
Total number of hours	25
Total number of ECTS credits	1

* one ECTS point corresponds to 25-30 hours of total student workload

6. Internships related to the course/module

Number of hours	
Internship regulations and procedures	

7. Instructional materials

Compulsory literature: Lambert, J. 2018. *Windows 10. Step by step*. New York: Microsoft Press. Lambert, J. 2021. *Office 2021 and Microsoft Word 365*. New York: Microsoft Press.
Complementary literature: McFedries, P. 2019. *Microsoft Excel 2019: Formulas and functions*. New York: Microsoft Press.

Approved by the Head of the Department or an authorised person