UNIVERSITY OF WARMIA AND MAZURY
Faculty of Agriculture and Forestry

56S1-TIN   **INFORMATION TECHNOLOGY**   **ECTS: 2.0**

HOURS PER SEMESTER/WEEK: LECTURES: 0/0; CLASSES: 30/2   **Course status:** obligatory *
FIELD OF THE STUDY: Environmental protection   **Year of the study:** I
Level of study: First-cycle (Engineer's degree) program

COURSE CONTENTS
LECTURES: -

CLASSES: Discussion on the WINDOWS operating system. Theoretical introduction to a text editor - MS WORD. Practical exercises in Microsoft Word (document formatting, tables, serial correspondence). Theoretical introduction to MS Excel worksheet. Practical exercises (calculating formulas, functions, creating graphs and tables). Theoretical introduction to MS POWER POINT program. Practical exercises (preparing a poster in A0 format, presentation on a given topic, creating animations, presenting data on graphs).

EDUCATIONAL PURPOSE: Transfer of knowledge on the use of basic computer programs for support of various aspects of activity in the field of agriculture.

LEARNING OUTCOMES
Knowledge. The student demonstrates knowledge in the use of computer software, including the preparation of statistical data in the field relevant to environmental protection in its broadest sense.
Skills. The student applies information technology in acquiring and processing of agricultural information and presents developed materials using information technology tools.
Social competences. The student is aware of the need for continued education and self-improvement in information technology support in order to perform effectively in the profession.

TEACHING FORMS AND METHODS
Lectures. -
Classes. Practical exercises in the computer classes

FORM AND CONDITIONS FOR VERIFICATION OF LEARNING OUTCOMES
Lectures. -
Classes. Credit with a grade: Word, Excel, PowerPoint

BASIC LITERATURE
1) Lambert J. Microsoft Word. Krok po kroku, Helion, 2) M.L. Humphrey, Word 365 Lists 3) M. Aleksander Microsoft Excel 365 Bible, Helion, 4) Shelly Cashman Series (R) Microsoft (R) Office 365 (R) & Excel (R) 2019 Comprehensive, Helion. 2019, 5) Lenar P. Profesjonalna prezentacja multimedialna. Jak uniknąć 27 najczęściej popełnianych błędów?, Helion.

ADDITIONAL LITERATURE
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THE TEACHER/TEACHERS CONDUCTING THE CLASSES:
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* note: optional course availability depends on Polish students' choice!