

Code of subject	MWE_SEM1 TECH INF ANG
Field of study	Veterinary medicine
Name of the training module including the Polish name	Information Technology
	Technologia Informacyjna
Language of instruction	English
Module type	Mandatory
Level of studies	Long-cycle master's degree studies
Form of study	Full-time
Location in the programme (year)	1
Location in the programme (semester)	1
Number of ECTS credits with a division into contact/noncontact	2 (1.2/0.8)
Name and surname of the person in charge	Elżbieta Kubera
Unit offering the subject	Department of Applied Mathematics and Computer Science
Aim of the module	Improving the student's knowledge and skills in the field of information technology so that they could consciously participate in the development of the information society. Mastering the skill of using a word processor and a spreadsheet application.
Learning outcomes – the total number of learning outcomes may not exceed (4-8) for the module. The description of the intended learning outcomes that a student should achieve after the completion of the module should be provided. The outcomes for all forms of classes used should be presented.	Knowledge:
	K1. Understanding the essence and the concepts of a word processor, and a spreadsheet.
	K2. Knowledge of the principles of correct text creation and formatting in the word processor together with the merge mail tool.
	K3. Knowledge of the processing tools and data analysis on a spreadsheet
	Skills:
	S1. Ability to draw up a long text, depending on the imposed format, with a particular emphasis on the rules of scientific papers.
	S2. Ability to use a spreadsheet for complex mathematical calculations, with particular emphasis on mathematical formulae, graphs and the use of tools for data analysis.
	Social competences:
	C1. Being ready to use objective sources of information, and draw conclusions from the results of the self-performed analyzes and calculations.

	C2. Awareness of the technological progress and acknowledgement of the need for constant education in Information Technologies.
Preliminary and additional requirements	---
Contents of the training module – a compact description	The computer laboratory covers: text processing with a particular consideration of the principles of automated formatting of the so-called long document, and the merge mail tool using data from a database. The spreadsheet as a tool for problem analysis, with reference to the acquired knowledge of the basic mathematics and physics; creation of formulae and data analysis in the spreadsheet and the application of a spreadsheet as an advanced calculator and a device for data analysis. Data analysis and visualization in spreadsheets.
Recommended and obligatory reading list	1. A. Baldwin, Microsoft Office 365: The Complete Tutorial with Tips & Tricks for Beginners to Master the Microsoft Office 365 New Features and Functions (2021), ISBN-13 : 9798517572806 2. J. Michaloudis, 101 Most Popular Excel Formulas (101 Excel Series) (2019), ISBN-13 : 978-170030091
The intended forms/activities/ teaching methods	discussion, lecture, laboratory exercises with computers
Methods of verification and documentation forms of the achieved learning outcomes	Each class activities are documented by sending the completed tasks to the e-learning platform (all outcomes). During the course the students have mid-term tests checking the acquired skills (S1, S2). The tests are archived in a digital form.
Balance of ECTS credits	Contact hours Laboratory classes 30 h – 1.2 ECTS Non-contact hours Reading recommended literature – 10h (0.4 ECTS) Preparation for the classes – 10h (0.4 ECTS)
Number of contact hours	Participation in classes – 30 h
Relationship between subject learning outcomes and veterinary studies learning outcomes	K1- W-OTHER K2- W-OTHER K3- W-OTHER S1 - A.U20 +, A.U21+, C.U3+ S2 - A.U20 ++, C.U3+ C1 – K4+, K5+ C2 – K8++
Impact of selected compounds to final grade	The final score takes into account the activity during the classes (10%) as well as the scores from the mid-term tests (90% of the final score).