

**Subject card**

<b>Subject name and code</b>	MS Excel - Working with Worksheets, PG_00139216						
<b>Field of study</b>	German Studies						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Optional subject group		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	4	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Division of Corpus Linguistics and Glottodidactics -> Institute of English and American Studies -> Faculty of Languages -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Dariusz Weiland				
	<b>Teachers</b>		mgr Dariusz Weiland				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		2.0		43.0	75
<b>Subject objectives</b>	Acquiring skills in using financial and economic functions in Excel. Acquiring skills in conducting economic analyses using spreadsheets. Acquiring skills in solving complex economic problems using macros and custom functions.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FGL3_U17] Can appropriately plan and determine priorities for the realization of a task defined by him/herself, together with others or by others; can cooperate with other students in team tasks and projects.	Subject-specific learning outcome for the course "Excel Spreadsheet Work":  The graduate is capable of effectively planning and prioritizing tasks for successful completion, both individually and within team projects, using advanced Excel spreadsheet functionalities. They are also proficient in collaborating with other students in project work, utilizing Excel tools and capabilities effectively.	[SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[FGL3_U18] Can individually plan and implement their own lifelong learning.	He/she is able to independently plan and pursue lifelong learning, including developing language, cultural, and research competencies necessary for work in the field of German language and literature, utilizing advanced skills and tools acquired during spreadsheet training.	[SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[FGL3_K01] They are aware of their knowledge and skills, and have a critical approach to the received and acquired content.	The graduate is aware of their knowledge and skills, approaches received and acquired content critically, and possesses the ability to reflectively analyze linguistic information and data, including in the context of utilizing Excel spreadsheets.	[SK6] demonstration of practical skills [SK8] observation of student's independent or team work
	[FGL3_U14] Is able to critically use available multimedia devices and modern technology to obtain information, self-educator to contact specialists.	They are able to critically utilize available multimedia devices and modern technology to gather information, self-educate, and establish contacts with specialists, thereby supporting effective functioning in the profession of philology. This enables the analysis of linguistic and literary data and conducting research in Germanic studies using advanced technological tools.	[SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[FGL3_K02] Is ready to establish contacts and ask for help when expert knowledge is needed to solve a problem.	Is prepared to initiate contacts and seek assistance when expert knowledge is needed to solve a problem, including in the context of utilizing advanced skills acquired during Excel spreadsheet training.	[SK6] demonstration of practical skills [SK8] observation of student's independent or team work
	[FGL3_W07] Has structured and advanced specific knowledge in the field of the chosen specialisation, i.e. translation theory, didactics and methodology and pedagogical activity or business and economy.	The graduate is able to independently and effectively use Excel spreadsheets to conduct advanced data analysis and create complex reports and presentations, thereby supporting their specialization in German language and culture.	[SW2] presentation/project/paper/report
Subject contents	<ul style="list-style-type: none"> <li>• references in Excel</li> <li>• sorting textual and numerical data</li> <li>• filtering data, advanced filters</li> <li>• tables (generation, formatting)</li> <li>• text operations, autofill</li> <li>• formatting text, numerical data, time</li> <li>• conditional formatting</li> <li>• pivot tables</li> <li>• charts in Excel</li> <li>• functions and logical operations</li> <li>• data search and protection</li> <li>• importing data from a text file, Excel file, Word table, PDF</li> <li>• data transformation (Power Query)</li> <li>• introduction to macros, execution, keyboard shortcuts</li> <li>• review of material</li> </ul>		
Prerequisites and co-requisites	Choosing a business and economics specialization, basic knowledge of Excel.		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Average of partial grades (from classes and homework). Minimum attendance of 80% required to pass.	51.0%	100.0%
Recommended reading	Basic literature	<p>M. Cichocki: Przetwarzanie danych w Excelu. Laboratorium Power Query, Gliwice 2021. M. Kolberg: Excel w firmie, Wrocław 2001. A. Kopec: Mistrz Excela w 20 dni, Warszawa 2019. P. Kusztełak: Microsoft Excel w pracy finansisty. Analiza i modelowanie danych finansowych. Warszawa 2020. B. Liengme: Microsoft Excel w biznesie i zarządzaniu, Warszawa 2002. K. Masłowski: Excel 2021. Ćwiczenia praktyczne, Gliwice. W. Próchnicki: Zastosowanie tabel przestawnych w kontrolingu, Warszawa 2014. J. Sikora: Zum Einsatz der Computertechnik im Fremdsprachenunterricht. In: Edukacja dla przyszłości, Jan Franciszek Nosowicz (red), Białystok 2004. M. Urbański: ScoreCard: zarządzanie procesami biznesowymi z użyciem Excela, Warszawa 2014.</p> <p>Instructional materials on the current version of Excel available on the Internet or provided by the instructor.</p>	
	Supplementary literature	lack of supplementary readings	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Refer to the course materials.		
Work placement	Not applicable		

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