

## Subject card

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          |                                         |                                     |                                                |            |     |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|------------------------------------------------|------------|-----|
| Subject name and code                       | IT, PG_00144783                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          |                                         |                                     |                                                |            |     |
| Field of study                              | American Studies                                                                                                                                                                                                                                                                                                                                                                                                             |                                                          |                                         |                                     |                                                |            |     |
| Date of commencement of studies             | October 2025                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                          | Academic year of realisation of subject |                                     | 2025/2026                                      |            |     |
| Education level                             | Bachelor's studies                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          | Subject group                           |                                     | Obligatory subject group in the field of study |            |     |
| Mode of study                               | full-time studies                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          | Mode of delivery                        |                                     | at the university                              |            |     |
| Year of study                               | 1                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          | Language of instruction                 |                                     | English                                        |            |     |
| Semester of study                           | 1                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          | ECTS credits                            |                                     | 2.0                                            |            |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | Assessment form                         |                                     | credit                                         |            |     |
| Conducting unit                             | Division of American Studies -> Institute of English and American Studies -> Faculty of Languages -> Rector                                                                                                                                                                                                                                                                                                                  |                                                          |                                         |                                     |                                                |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                                                                                                                                                                                           |                                                          | mgr Aleksandra Chmarzyńska              |                                     |                                                |            |     |
|                                             | Teachers                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | mgr Justyna Stiepanow                   |                                     |                                                |            |     |
|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          | mgr Aleksandra Chmarzyńska              |                                     |                                                |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                                                                                                                                                                  | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                        | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                        | 0.0                                                      | 30.0                                    | 0.0                                 | 0.0                                            | 0.0        | 30  |
|                                             | E-learning hours included: 0.0                                                                                                                                                                                                                                                                                                                                                                                               |                                                          |                                         |                                     |                                                |            |     |
| Learning activity and number of study hours | Learning activity                                                                                                                                                                                                                                                                                                                                                                                                            | Participation in didactic classes included in study plan |                                         | Participation in consultation hours |                                                | Self-study | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                                                                                                                                                                        | 30                                                       |                                         | 2.0                                 |                                                | 18.0       | 50  |
| Subject objectives                          | To familiarize students with the possibilities of new technology useful in the work of a philologist with particular use in the preparation of publications and presentations, in teaching, translation and practical use of MS Excel. Practical use of advanced functions of standard office packages in the preparation of materials for electronic publications and multimedia presentations and numerical data analysis. |                                                          |                                         |                                     |                                                |            |     |

|                                                                |                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Learning outcomes                                              | Course outcome                                                                                                                                                                                                                                                                                         | Subject outcome                                                                                                                                                                                                                                                                                                                                                               | Method of verification                                                        |
|                                                                | [AMERL3_K03] is ready to make decisions independently and to critically evaluate and accept responsibility for the consequences of her/his own actions and the actions of the teams in which s/he participates, in particular while performing tasks in American Studies and in professional practice. | Is ready to make decisions independently and to critically evaluate and accept responsibility for the consequences of his own actions and the actions of the teams in which he participates, in particular by performing tasks in American Studies and in professional practice using the MS Office package and Internet resources.                                           | [SK4] test/exam - oral or written                                             |
|                                                                | [AMERL3_K07] is ready to adhere to the principles of ethics and to demand it of others in the performance of tasks related to the program of study, in research work in the field of cultural and literary American studies and in professional work.                                                  | Is ready to observe ethical principles and require this of others in the performance of tasks related to the program of study, in research work in the field of cultural and literary American studies, and in professional work using MS Office and Internet resources.                                                                                                      | [SK5] implementation of a problem task                                        |
|                                                                | [AMERL3_U05] Is able to select and apply information and communication techniques when acquiring and processing information in American Studies and in professional work.                                                                                                                              | Able to select and apply information and communication techniques, as well as MS Office and Internet resources when acquiring and processing information in American Studies and in professional work.                                                                                                                                                                        | [SU3] text preparation/written work<br>[SU5] implementation of a problem task |
|                                                                | [AMERL3_U13] Can independently plan and implement lifelong self-education in the field of American Studies and the chosen sphere of professional activity.                                                                                                                                             | Able to independently plan and implement lifelong self-education in the field of American Studies and in a chosen field of professional activity using MS Office and Internet resources.                                                                                                                                                                                      | [SU5] implementation of a problem task                                        |
|                                                                | [AMERL3_U12] Is able to interact with others and plan and organize individual and team work, especially in the field of American Studies and in a selected sphere of cultural or economic activity related to knowledge of cultural contexts and the English language.                                 | Able to interact with others and plan and organize individual and team work, especially within the framework of American Studies and in a selected sphere of cultural or economic activity, related to the knowledge of cultural contexts and the English language, using MS Office package and Internet resources.                                                           | [SU5] implementation of a problem task                                        |
|                                                                | [AMERL3_W14] Knows and understands basic concepts and principles of copyright and property protection applicable to research work in American cultural and literary studies and selected professional activities.                                                                                      | Knows and understands the basic concepts and principles of copyright and property protection applicable to research work in American cultural and literary studies and to selected professional activities in working with MS Office and Internet resources                                                                                                                   | [SW5] implementation of a problem task                                        |
| Subject contents                                               | Advanced functions of MS OFFICE 2016 (Excel, PowerPoint, MS WORD).Analysis of numerical data using MS Excel.                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
| Prerequisites and co-requisites                                | knowledge of English at B1 level                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
| Assessment methods and criteria                                | Subject passing criteria                                                                                                                                                                                                                                                                               | Passing threshold                                                                                                                                                                                                                                                                                                                                                             | Percentage of the final grade                                                 |
|                                                                | test                                                                                                                                                                                                                                                                                                   | 51.0%                                                                                                                                                                                                                                                                                                                                                                         | 40.0%                                                                         |
|                                                                | credit work                                                                                                                                                                                                                                                                                            | 51.0%                                                                                                                                                                                                                                                                                                                                                                         | 60.0%                                                                         |
| Recommended reading                                            | Basic literature                                                                                                                                                                                                                                                                                       | - MS Word 2016 [online] available online: <a href="http://office.microsoft.com/pl-pl/training/CR010065456.aspx">http://office.microsoft.com/pl-pl/training/CR010065456.aspx</a> .<br>- MS Power Point 2016 [online] available online: <a href="http://office.microsoft.com/pl-pl/training/CR010065457.aspx">http://office.microsoft.com/pl-pl/training/CR010065457.aspx</a> . |                                                                               |
|                                                                | Supplementary literature                                                                                                                                                                                                                                                                               | Lambert Joan: Microsoft Office 2016. Krok po kroku, APS PROMISE, 2019, ISBN 978-83-246-1027-3.<br>Franczewski Sergiusz: Excel w biurze i nie tylko, Helion, Gliwice 2014, ISBN: 978-83-246-7546-3.                                                                                                                                                                            |                                                                               |
|                                                                | eResources addresses                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
| Example issues/<br>example questions/<br>tasks being completed | Working with various types of image files, editing and their conversion using OCR programs.<br><br>Analysis of numerical data using MS Excel.                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |
| Work placement                                                 | Not applicable                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |

Document generated electronically. Does not require a seal or signature.