

Subject card

Subject name and code	MS Excel - Working with Worksheets, PG_00166465						
Field of study	German Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	4		ECTS credits		2.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Division of Corpus Linguistics and Glottodidactics -> Institute of English and American Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Beata Chmiel				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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	15		1.0		34.0	50
Subject objectives	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_K01] They are aware of their knowledge and skills, and have a critical approach to the received and acquired content.	he 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_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_U14] Is able to critically use available multimedia devices and modern technology to obtain information, self-education or 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_W07] Has structured and advanced specific knowledge in the field of the chosen specialisation, i.e. translation theory and practice, didactics and psycho-pedagogical activities or business and economic language.	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.	[SW4] test/exam - oral or written
	[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
Subject contents	- References in Excel - Sorting textual and numerical data - Filtering data, advanced filters - Tables (generation, formatting) - Text operations, autofill - Formatting text, numerical data, time - Conditional formatting - Pivot tables - Charts in Excel - Functions and logical operations - Data search and protection - Importing data from a text file, Excel file, Word table, PDF - Data transformation (Power Query) - Introduction to macros, execution, keyboard shortcuts - Review of material		
Prerequisites and co-requisites	Choosing a business and economics specialization, basic knowledge of MS Excel.		

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Final test	51.0%	100.0%
Recommended reading	Basic literature	M. Cichocki: Przetwarzanie danych w Excelu. Laboratorium Power Query, Gliwice 2021. M. Kolberg: Excel w firmie, Wrocław 2001. A. Kopeć: 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. Instructional materials on the current version of Excel available on the Internet or provided by the instructor.	
	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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