

Subject card

Subject name and code	The tools of modern informatics, PG_00150243						
Field of study	English Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	Master's studies		Subject group		Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	1		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		mgr Aleksandra Chmarzyńska				
	Teachers		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		0.0		15.0	45
Subject objectives	The aim of the course is to acquaint students with essential aspects of the functioning and use of computer tools, particularly spreadsheets						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FAMU2_K01] Is ready to critically evaluate the extent of their knowledge and skills, in particular in the field of English-language linguistics and literature and English.	The student is ready to critically assess the scope of their own knowledge and skills related to modern IT tools.	[SK4] test/exam - oral or written [SK5] implementation of a problem task
	[FAMU2_W12] Knows and understands the main development trends in literature, in particular with regard to research into English-language literature.	The student knows and understands selected issues related to modern IT tools.	[SW4] test/exam - oral or written [SW5] implementation of a problem task
	[FAMU2_U10] Can independently plan and implement their own lifelong learning and guide others in this area within the framework of English philology and their chosen field of professional activity.	The student is able to independently plan and carry out lifelong learning of modern IT tools and to guide others in this area.	[SU5] implementation of a problem task
	[FAMU2_K02] Is prepared to recognise the importance of knowledge and skills in English Studies in solving cognitive and practical problems and to seek the advice of a supervisor in their chosen place of work in the event of difficulty in solving problems on their own.	The student is ready to recognize the importance of knowledge and skills in solving cognitive problems using modern IT tools, and to consult an academic teacher when experiencing difficulties in solving problems independently.	[SK5] implementation of a problem task
	[FAMU2_U05] Can use and present orally and in writing knowledge in the field of auxiliary and related sciences, which is a context for English linguistic and literary studies and supports the professional work of an English philologist.	The student is able to apply and present, both orally and in writing, knowledge in the field of modern IT tools	[SU5] implementation of a problem task
Subject contents	[FAMU2_U04] Can select and apply information and communication techniques (ICT) during the acquisition and processing of information for research and professional purposes within the framework of English Studies.	The student is able to select and apply information and communication technologies (ICT) of modern IT tools.	[SU5] implementation of a problem task
	• Basic information about operating systems • Advanced applications of spreadsheets • Basics of working with spreadsheets: Excel interface, data entry and formatting, cell operations • Formulas and functions in Excel • Pivot tables: creating tables, filtering, grouping, and data visualization		
	Prerequisites and co-requisites		
	Assessment methods and criteria	Subject passing criteria	Passing threshold
		Assessment project (task-based)	51.0%
		test	51.0%
Recommended reading	Basic literature	• Witold Wrotek, ABC Excel 2016 PL, wyd. Helion, 2015 • Holy, MrExcel, & 24 Excel MVPs. (2024). <i>Excel insights</i>. Packt Publishing, 2024.	
	Supplementary literature	• Krzysztof Masłowski, Excel 2021. Ćwiczenia praktyczne, wyd. Helion, 2022, ISBN 978-83-283-8932-8	
	eResources addresses		

Example issues/ example questions/ tasks being completed	Advanced Spreadsheet Applications 1. Functions and Formulas: - How to use advanced spreadsheet functions such as XLOOKUP, FILTER, INDEX, MATCH, SUMIF, COUNTIF? - How to create and apply custom formulas for data analysis? 2. Creating and Analyzing Charts: - How to create different types of charts (column, line, pie) in a spreadsheet? - How to customize charts to better represent data? 3. Data Processing and Pivot Tables: - How to sort and filter large datasets? - How to create and use pivot tables for data analysis?
Work placement	Not applicable

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