

Subject card

Subject name and code	Information and communication technologies, PG_00136505						
Field of study	Eastern Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study 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	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Institute of Russian and Eastern Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Aleksandra Klimkiewicz				
	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		9.0	25
Subject objectives	To deepen the knowledge and IT skills acquired by the student from previous educational stages by further developing the ability to use the tools and methods of computer science consciously and efficiently within the framework of the study profile. To prepare for active functioning in the information society.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[SWSCHL3_U01] Is able to search, analyze, evaluate, select, and utilize information using modern techniques for obtaining, classifying, and analyzing information from sources in Polish, Russian, and a second foreign language, following the guidelines of the academic supervisor	The student makes use of databases, including online databases, and is able to use their materials as required	[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU6] demonstration of practical skills
	[SWSCHL3_W11] He/she is familiar with the legal and economic conditions of operation, as well as the methodology of performing tasks, standards, procedures, and best practices applied in selected institutions operating in the field of international cooperation related to the Polish, Russian language areas, and the area of the second foreign language.	The student is able to carry out tasks using ICT, which he/she can use in the field of international cooperation	[SW5] implementation of a problem task
	[SWSCHL3_U12] Presents the outcomes of their work in Polish and Russian languages in a clear, organized, and thoughtful manner, employing diverse, modern methods and techniques tailored to the relevant field of study	The student is able to present the results of his/her work: multimedia presentation, texts with analysis, data visualisation, charts, diagrams, tables, inventories, indexes, etc.	[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU6] demonstration of practical skills
	[SWSCHL3_K01] Is aware of the scope of their professional knowledge and skills, as well as understands the need for further, continuous development of professional, personal, and social competencies	The student understands that in order to be effective and develop in their professional life, it is necessary to strive for continuous improvement and development in ICT	[SK8] observation of student's independent or team work
Subject contents	Intellectual property and copyright in Poland. Word Editor (Open Office): keyboard shortcuts, drafting structured documents containing information from various sources. Document formatting: styles; automatic table of contents creation, footnotes, headers and footers. Analysis of research material on the basis of empirical research results (Research methods in the humanities, creation, publication, participation in a web-based research survey (open, closed, matrix, text questions); Creation and modification of tables and charts, multidimensional data analysis, methods of data visualisation and description. Automatic data conversion/ data filtering, counting using spreadsheet, textual processing of survey data. Navigating web pages (footer), Machine translation (translators), Search engines, query syntax, keys and operators - searching for scientific information.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	independent oral and/or written preparation of the topics indicated by the trainer, submission of a set of papers	51.0%	95.0%
	active participation	80.0%	5.0%
Recommended reading	Basic literature	- Technologia informacyjna. Materiały do cwiczen. Pastusiak Z. (red.), Wyd. UMCS, Lublin 2022 - Technologia informacyjna dla studentow. Edycja tekstow - czesc 1, Skrzypczak T.,Wegrzyn-Skrzypczak E., [e-book], Politechnika Czestochowska. Czestochowa 2023	
	Supplementary literature	Subscription to web literature.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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