

Subject card

Subject name and code	Information Technology in Business, PG_00178248						
Field of study	Chinese Studies						
Date of commencement of studies	October 2026		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	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
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	The course aims to familiarize students with basic IT tools used in business, with a particular focus on word processors and spreadsheet applications (Excel). Students will learn how to efficiently create, format, and edit text documents, as well as utilize basic Excel functions for organizing and analyzing business data. The course is designed to prepare students for independent work with these tools in everyday office tasks and to support the development of digital skills essential in the job market.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[SINL3_U10] Is able to independently plan and carry out lifelong learning.	The student is able to independently plan and carry out the process of lifelong learning, using available digital tools that support work organization and the development of digital competencies.	[SU6] demonstration of practical skills
	[SINL3_U02] Is able to select and apply appropriate methods and tools, including advanced information and communication technologies, to formulate and solve complex and uncommon problems related to issues concerning China and the Sinic cultural sphere.	The student is able to use advanced functions of word processors, spreadsheets, and presentation tools to prepare texts, reports, and analyses related to issues concerning China and the Chinese cultural sphere.	[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU6] demonstration of practical skills
	[SINL3_U08] Is able to plan and organize work both individually and as part of a team.	The student is able to set priorities and plan schedules, as well as collaborate effectively in a team by sharing tasks, communicating clearly, and coordinating group activities to achieve common goals within a specified timeframe. They understand the importance of dividing roles and responsibilities and can adapt their work style to the team's requirements and the situation.	[SU6] demonstration of practical skills
Subject contents	Word Processors: Opening, editing, and saving text documents; setting page parameters; applying text styles and formatting; adjusting line spacing and automatic hyphenation; spell checking; inserting page numbers, footnotes, images, diagrams, and symbols; creating an automatic table of contents, tables, and charts; using keyboard shortcuts for efficiency. Electronic Libraries, Bibliography, and Citations: Using digital libraries; searching for sources (books, journals, articles, online publications); principles of creating bibliographies and citations; types of footnotes and citation systems; abbreviations in references; compiling correct bibliographic entries from digital sources. Text Editing: Margins, title formatting, line spacing, font selection, paragraph structure, text highlighting; use of styles and automated editorial and technical elements in academic documents. Data Analysis: Creating and publishing online research surveys (open, closed, matrix, and text-based questions); collecting data using spreadsheets; processing survey results, visualizing data with charts (practical use of Excel); writing textual analysis of research findings.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	student's independent work during studio sessions (completion of all assigned exercises)	51.0%	70.0%
	ongoing assessment	51.0%	30.0%
Recommended reading	Basic literature	• <i>Technologia informacyjna. Materiały do ćwiczeń.</i> Pastusiak Z. (red.), Wyd. UMSC, Lublin 2022 • <i>Technologia informacyjna dla studentów. Edycja tekstów - część 1,</i> Skrzypczak T., Węgrzyn-Skrzypczak E., [e-book], Politechnika Częstochowska. Częstochowa 2023	
	Supplementary literature	Supplementary literature will be provided by the instructor on an ongoing basis.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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