

Subject card

Subject name and code	Information and Communication Technologies in Business, PG_00213738						
Field of study	Eastern Studies						
Date of commencement of studies	October 2027		Academic year of realisation of subject		2029/2030		
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 for, analyse, evaluate, select, and use information by applying advanced information and communication technologies		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_W10] Knows and understands basic concepts and principles in the field of intellectual property protection and copyright		The student knows and understands the basic principles of copyright and intellectual property law in force in Poland, including those applicable to coursework and degree theses prepared as part of their studies		[SW5] implementation of a problem task		
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%	100.0%
Recommended reading	Basic literature	• Technologia informacyjna. Materiały do cwiczen. Pastusiak Z. (red.), Wyd. UMSC, 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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