

## SUBJECT CARD

### 1. Basic information

Subject	Computer Science
Faculty	Faculty of Law
Field of studies	International Relations
Specialization	international relations and cultural diplomacy
PRK level	7 PRK
Education level	second-degree studies
Form of studies	full-time studies
Group of activities	—
Number of ECTS points	1
Type of subject	obligatory
Total number of hours	10 h
Didactic cycle	2023/2024 winter
Academic semester	2
Academic year	1
Education profile	general academic
Year of implementation	2023/2024
Language of instruction	English
Teacher(s)	mgr Kinga Sorkowska-Cieślak

### Semester, number of ECTS points, type of subject, number of hours

Semester	Laboratory class
2	10 godz. 1 ECTS

### 2. General objectives

C1	Mastering the basics of MS Excel, creating graphics in Canva and searching for information and graphics on the Internet.
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### 3. Introductory requirements

Basics of MS Excel.

### 4. Learning outcomes

<b>W1</b>	Knowledge: Students who completed the course have basic knowledge of information technology.
<b>U1</b>	Skills: Student who completed the course can perform calculations in MS Excel, creating graphics for different purposes and search for information on the Internet.
<b>K1</b>	Social competence: Students who completed the course can work individually and in group.

### 5. Course program

Laboratory class (10 h)

<b>Code</b>	<b>Detailed description of the topic blocks (semester: 2)</b>
Lab1	Logical functions in Excel.
Lab2	Date and Time functions in Excel
Lab3	Conditional Formatting
Lab4	Google Search
Lab5	Creating graphics in Canva

### 6. Didactic methods

<b>Laboratory class</b>	
<b>M4</b>	Computer exercises
<b>M13</b>	E-learning methods

### 7. Student workload

<b>Number of hours under supervision</b>	<b>Student workload</b>
<b>Laboratory class</b>	<b>10 h</b>
<b>Including e-learning:</b>	<b>0 h</b>

<b>Student's own work</b>	
	<b>15 h</b>

<b>Total workload</b>	
Total number of hours for the course	<b>25 h</b>
Total number of ECTS points	<b>1 ECTS</b>

### 8. Conditions for course completion

Course completion criteria

average of partial grades from 50%

<b>Laboratory class</b>	
<b>Grade 5:</b>	average of partial grades from 90% to 100%
<b>Grade 4,5:</b>	average of partial grades from 80% to 89%
<b>Grade 4:</b>	average of partial grades from 70% to 79%
<b>Grade 3,5:</b>	average of partial grades from 60% to 69%
<b>Grade 3:</b>	average of partial grades from 50% to 59%

## 9. Literature

### Basic literature

1. Lambert Joan , Frye Curtis — Microsoft Office 2019 Step by Step, Microsoft Press, 2018, Microsoft Press

### Supplementary literature

1. Kevin Wilson — Essential Office 365 Third Edition: The Illustrated Guide to Using Microsoft Office, Elluminet Press, 2018, Elluminet Press

### Additional aids

Materials on e-learning platform.

## 11. Information about academic teachers

### The person responsible for the card

mgr Kinga Sorkowska-Cieślak (e-mail: [ksorkowska-cieslak@uafm.edu.pl](mailto:ksorkowska-cieslak@uafm.edu.pl))