SUBJECT CARD

1. Basic information

Subject	Computer Science
Faculty	Faculty of Law
Field of studies	International Relations
Specialization	international tourism
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.

3. Introductory requirements

Basics of MS Excel.

4. Learning outcomes

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

5. Course program

Laboratory class (10 h)

Code	Detailed description of the topic blocks (semester: 2)
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

Laboratory class	
M4	Computer exercises
M13	E-learning methods

7. Student workload

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

Student's own work	
	15 h

Total workload	
Total number of hours for the course	25 h
Total number of ECTS points	1 ECTS

8. Conditions for course completion

Course completion criteria

average of partial grades from 50%

Laboratory class	
Grade 5:	average of partial grades from 90% to 100%
Grade 4,5:	average of partial grades from 80% to 89%
Grade 4:	average of partial grades from 70% to 79%
Grade 3,5:	average of partial grades from 60% to 69%
Grade 3:	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)