

SUBJECT CARD

1. Basic information

Subject	Computer Science
Faculty	Faculty of Law
Field of studies	International Relations
Specialization	international business
PRK level	6 PRK
Education level	first-cycle 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	2024/2025 winter
Academic semester	1
Academic year	1
Education profile	general academic
Year of implementation	2024/2025
Language of instruction	English
Teacher(s)	mgr Kinga Sorkowska-Cieślak

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

Semester	Laboratory class
1	10 godz. 1 ECTS

2. General objectives

C1	Mastering the basics of MS Office: Word and Excel.
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3. Introductory requirements

no requirements

4. Learning outcomes

W1	Knowledge: Students who completed the course has basic knowledge of information technology.
U1	Skills: Students who completed the course can create documents in a MS Word and do basic calculations in Excel.
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: 1)
Lab1	MS Word: formatting text, formatting paragraph
Lab2	MS Word: inserting and formatting pictures, endnotes, footnotes, headres, footers, page numbering.
Lab3	MS Excel: formatting data and cells.
Lab4	MS Excel: basing calculations, basic functions and formulas, absolute adresssing.
Lab5	MS Excel: creating and formatting different type of charts.

6. Didactic methods

Laboratory class	
M4	Computer exercises

7. Student workload

Number of hours under supervision	Student workload
Laboratory class	10 h
Including e-learning:	8 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

Laboratory class	
Grade 5:	average of partial grades from 4,76
Grade 4,5:	average of partial grades from 4,26
Grade 4:	average of partial grades from 3.76
Grade 3,5:	average of partial grades from 3.26
Grade 3:	average of partial grades from 3.00

9. Literature

Basic literature

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

Supplementary literature

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

11. Information about academic teachers**The person responsible for the card**

mgr Kinga Sorkowska-Cieślak (e-mail: ksorkowska@afm.edu.pl)

Teacher(s) conducting the subject

mgr Kinga Sorkowska-Cieślak (e-mail: ksorkowska@afm.edu.pl)