



UNIWERSYTET
IM. ADAMA MICKIEWICZA
W POZNANIU

Computer Skills

Educational subject description sheet

Basic information

Study programme Central European and Balkan Studies		Didactic cycle 2023/24
Speciality -		Subject code 03CEBS.11K.00081.23
Organizational unit Faculty of Polish and Classical Philology		Lecture languages English
Study level First-cycle programme		Course type Obligatory
Study form Full-time		Block Major subjects
Education profile General academic		
Subject coordinator	Agata Guzikowska	
Lecturer	Konrad Dominas	
Period Semester 1	Activities and hours <ul style="list-style-type: none">Classes: 30, Graded credit; including sub-activities:<ul style="list-style-type: none">Asynchronous classes: 20	Number of ECTS points 4

Goals

Code	Goal
C1	teaching the use of basic information technology services, such as: computer use, word processing, spreadsheets, internet communication
C2	preparing students for the proper formatting of bachelor's and master's theses
C3	learning how to use the most important applications used in the modern economy

Entry requirements

Basic digital computer skills.

Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
Knowledge - Student:			
W1	can understand the concepts of software / hardware as well as recognize the main parts of a computer and common mobile devices; can identify the activities of the basic application software	CEB_K1_W11	Presentation of work done on the computer
W2	can use the basic terminology of TI; knows how to use methods of securing a computer against unwanted programs; can efficiently use the operating system as well as identify various types of files and create them efficiently	CEB_K1_W11	Presentation of work done on the computer
Skills - Student:			
U1	can format a text regardless of its type, volume or purpose, as well as equip each text with a properly developed and formatted scientific apparatus	CEB_K1_U09, CEB_K1_U13	Presentation of work done on the computer
U2	can work with a spreadsheet at an intermediate level	CEB_K1_U09, CEB_K1_U13	Presentation of work done on the computer
U3	can create a multimedia presentation	CEB_K1_U09, CEB_K1_U13	Multimedia presentation, Presentation of work done on the computer
U4	can recognize the basic concepts related to the Internet and WWW and efficiently use the Internet for scientific purposes	CEB_K1_U09, CEB_K1_U13	Presentation of work done on the computer
Social competences - Student:			
K1	will use the knowledge acquired during the classes in private and professional life	CEB_K1_K01	Presentation of work done on the computer

Study content

No.	Course content	Subject learning outcomes	Activities
1.	Basics of information and communication techniques.	W1, W2, K1	Classes, Asynchronous classes
2.	The problem of data security and protection.	W1, W2, K1	Classes, Asynchronous classes
3.	Operating system and its types.	W1, W2, K1	Classes, Asynchronous classes
4.	Elementary principles of correct editing of a scientific text (a paper, an annual thesis, a BA and MA thesis).	W1, U1, K1	Classes, Asynchronous classes
5.	Excel. Getting to know the software used to create spreadsheets.	W1, U2, K1	Classes, Asynchronous classes

No.	Course content	Subject learning outcomes	Activities
6.	PowerPoint. Analysis of software used to create multimedia presentations.	W1, U3, K1	Classes, Asynchronous classes
7.	Creating multimedia presentations.	W1, U3, K1	Classes, Asynchronous classes
8.	Practical use of the Internet.	W1, U4, K1	Classes, Asynchronous classes

Additional information

Activities	Teaching and learning methods and activities
Classes	Lecture with a multimedia presentation of selected issues, Discussion, Workshop method, Project method, Demonstration and observation, Audio and/or video demonstrations, Work in groups, Experiential work

Activities	Credit conditions
Classes	<p>very good (bdb; 5,0): preparing multimedia presentation during wich student demonstrates very good knowledge of terminology in the field of Information Technology and excellent knowledge of computer software and fluency in using it.</p> <p>good plus (+db; 4,5): preparing multimedia presentation during wich student demonstrates a very good knowledge of terminology in the field of Information Technology and good knowledge of computer software and fluency in using it.</p> <p>good (db; 4,0): preparing multimedia presentation during wich student demonstrates a good knowledge of terminology in the field of Information Technology and excellent knowledge of computer software and fluency in using it.</p> <p>satisfactory plus (+dst; 3,5): preparing multimedia presentation during wich student demonstrates a satisfactory knowledge of terminology in the field of Information Technology and a satisfactory knowledge of computer software and fluency in using it.</p> <p>satisfactory (dst; 3,0): preparing multimedia presentation during wich student demonstrates a basic knowledge of terminology in the field of Information Technology and a basic knowledge of computer software and fluency in using it.</p> <p>unsatisfactory (ndst; 2,0): preparing multimedia presentation during wich student not demonstrates a knowledge of terminology in the field of Information Technology and a knowledge of computer software and fluency in using it.</p>

Literature

Obligatory

1. Reading list will be given by lecturers.

Calculation of ECTS points

Activities	Activity hours*
Classes	30

Preparation for classes	15
Reading the indicated literature	5
Preparation of a multimedia presentation	30
Preparation for the assessment	20
Student workload	Hours 100
Number of ECTS points	ECTS 4

* academic hour = 45 minutes

Efekty uczenia się dla kierunku

Kod	Treść
CEB_K1_K01	The graduate is ready to lifelong learning
CEB_K1_U09	The graduate can prepare and deliver a presentation/oral statement in English at B2 level and at basic A2 level in Polish, in accordance with the Common European Framework of Reference for Languages, on specific issues, using basic theoretical and source approaches
CEB_K1_U13	The graduate can cooperation and working in a team, assuming different roles in it
CEB_K1_W11	The graduate knows and understands basic concepts and principles in the field of intellectual property protection and copyright