University of Gdańsk

Subject card

Subject name and code	IT, PG_00144783		
Field of study	American Studies		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2026/2027
Education level	Bachelor's studies	Subject group	Obligatory subject group in the field of study
Mode of study	full-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	English
Semester of study	1	ECTS credits	2.0
Learning profile	academic	Assessment form	credit
Conducting unit	Division of American Studies -> Institute of English and American Studies -> Faculty of Languages -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	mgr Aleksandra Chmarzyńska	
	Teachers	mgr Dagmara Solska mgr Katarzyna Andrzejewska	

Lesson types

Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
Number of study hours	0.0	30.0	0.0	0.0	0.0	30

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	30	2.0	18.0	50

Subject objectives

To familiarize students with the possibilities of new technology useful in the work of a philologist with particular use in the preparation of publications and presentations, in teaching, translation and practical use of MS Excel. Practical use of advanced functions of standard office packages in the preparation of materials for electronic publications and multimedia presentations and numerical data analysis.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[AMERL3_U01] Is able to select sources appropriately and evaluate, critically analyse, synthesise and present the information gathered, also with the use of advanced information and communication technologies, in particular with regard to issues concerning cultural phenomena and processes in North America and American literature.	Student is able to properly select sources and evaluate, critically analyze, synthesize, and present the collected information, including through the use of advanced information and communication technologies, particularly in relation to issues concerning cultural phenomena and processes in North America and American literature, using the MS Office suite and internet resources.	[SU2] presentation/project/paper/ report [SU4] test/exam - oral or written
[AMERL3_K07] Is prepared to adhere to ethical principles and to require others to do so in the performance of tasks related to the study programme, in research work in the field of American cultural and literary studies, and in professional work.	Student is ready to adhere to ethical principles and to require the same from others in the performance of tasks related to the study program, in research work in the fields of cultural studies and American literary studies, and in professional work using the MS Office suite and internet resources.	[SK2] presentation/project/paper/ report

Subject contents

Advanced functions of MS OFFICE 2016 (Excel, PowerPoint/Prezi).Analysis of numerical data using MS Excel.

<table>
<tr><td>Prerequisites and co-requisites</td><td colspan="3">knowledge of English at B1 level

ATTENDANCE AT CLASSES IS MANDATORY, UNLESS THE STUDENT HAS OBTAINED THE DEAN’S APPROVAL TO FOLLOW AN INDIVIDUAL STUDY PLAN.</td></tr>
<tr><td>Assessment methods and criteria</td><td colspan="3"><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>test</td><td>51.0%</td><td>50.0%</td></tr><tr><td>credit work</td><td>51.0%</td><td>50.0%</td></tr></table></td></tr>
<tr><td rowspan="3">Recommended reading</td><td>Basic literature</td><td colspan="2">- MS Word 2016 [online] available online: http://office.microsoft.com/pl-pl/training/CR010065456.aspx.
- MS Power Point 2016 [online] available online: http://office.microsoft.com/pl-pl/training/CR010065457.aspx.</td></tr>
<tr><td>Supplementary literature</td><td colspan="2">Lambert Joan: Microsoft Office 2016. Krok po kroku, APS PROMISE, 2019, ISBN 978-83-246-1027-3.
Franczewski Sergiusz: Excel w biurze i nie tylko, Helion, Gliwice 2014, ISBN: 978-83-246-7546-3.</td></tr>
<tr><td>eResources addresses</td><td colspan="2"></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td colspan="3">Analysis of numerical data using MS Excel.

Przygotowanie prezentacji, np. w Prezi</td></tr>
<tr><td>Work placement</td><td colspan="3">Not applicable</td></tr>
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