University of Gdańsk

Subject card

Subject name and code	Editing of texts and scientific data, PG_00198096						
Field of study	Natural Resources Conservation						
Date of commencement of studies	October 2026		Academic year of realisation of subject	2027/2028			
Education level	Bachelor's studies		Subject group	Obligatory subject group in the field of study Subject group related to scientific research in the field of study			
Mode of study	full-time studies		Mode of delivery	at the university			
Year of study	2		Language of instruction	Polish			
Semester of study	3		ECTS credits	1.0			
Learning profile	academic		Assessment form	credit			
Conducting unit	Laboratory of Plant Physiology and Toxicology -> Department of Experimental Biology and Plant Biotechnology -> Faculty of Biology -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Darya Harshkova				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	15.0	0.0	0.0	15
	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	15		3.0	7.0	25	
Subject objectives	Students will acquire the ability to use basic computer programs used to create and edit texts and work with data resources.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[OZPL3_U05] The graduate is able to apply basic statistical methods and computer techniques and tools to describe phenomena and analyse biological data	The graduate uses basic statistical methods, techniques and tools IT for the description of phenomena and analysis of data in the field of natural sciences.	[SU4] test/exam - oral or written [SU6] demonstration of practical skills
[OZPL3_W12] The graduate possesses knowledge of statistical methods and IT tools relevant to the field of study.	The graduate has knowledge of the use of statistical methods and tools IT in the field of preparation, editing and formatting of texts and data scientific.	[SW4] test/exam - oral or written
[OZPL3_K07] The graduate is prepared to demonstrate responsibility for the equipment/ materials entrusted and respects the work of others	The graduate is responsible for the entrusted equipment/materials and respects the work other.	[SK8] observation of student's independent or team work
[OZPL3_K01] The graduate is ready to recognise the limitations in his/her own knowledge and understands the need for continuous learning and development	The graduate knows the limitations of his or her own knowledge and understands the need for constant learning development.	[SK1] oral statement/conversation/ discussion [SK8] observation of student's independent or team work
[OZPL3_K06] The graduate is prepared to demonstrate responsibility for their own and others' safe working conditions in the laboratory and in the field, and is able to recognise hazardous situations and take appropriate action	The graduate demonstrates responsibility for safe working conditions and others in the computer lab and is able to recognize dangerous situations and take appropriate actions.	[SK8] observation of student's independent or team work
[OZPL3_W08] The graduate possesses advanced knowledge and understanding of data analysis tools required to comprehend natural laws and describe biological processes	The graduate identifies the statistical tools necessary to understand the laws nature and description of life processes.	[SW4] test/exam - oral or written

Subject contents

The course program covers selected issues related to the use of information technologies to prepare texts and data scientific research related to the protection of natural resources. The issues discussed include the following: preparation and editing of texts scientific using a text editor (formatting text, inserting objects, creating tables, text review mode, etc.); using spreadsheet (calculation and statistical functions, tables, charts, etc.).

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
tasks on the online platform	51.0%	40.0%
practical skills test	51.0%	60.0%

Recommended reading

Basic literature	Joan Lambert, Joyce Cox, 2013, Microsoft ® Word 2013: Krok po kroku. przekł: Maria Chaniewska. wyd. APN Promise, Warszawa Curtis.D.Frye, 2013, Microsoft® Excel® 2013 : krok po kroku. przekł: Leszek Biolik. wyd. APN Promise, Warszawa
Supplementary literature	not applicable
eResources addresses	

Example issues/ example questions/ tasks being completed

Work placement

Not applicable

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