

John Paul II Catholic University of Lublin  
Faculty of Philosophy  
academic year 2014/2015

field of study

philosophy (course in English)

first-cycle studies

full-time studies

| Information Technology   |  |                  |                 |  |
|--|--|------------------|-----------------|--|
| Type:  | classes  |                  |                 |  |
| Hours:*  | winter semester  | 30               | summer semester | -  |
| *If a subject consists of e. g. lecture and classes, the proper hours to any classes should be given.          |  |                  |                 |  |
| ECTS:  | winter semester  | 2                | summer semester | -  |
| Language of tuition:   | English  |                  |                 |  |
| Method of assessment:*   | winter semester  | credit with mark | summer semester | -  |
| *If a subject consists of lecture and classes, the proper method of assessment to any classes should be given. |  |                  |                 |  |
|  |  |                  |                 |  |
| SUBJECT SPECIFIC OBJECTIVES  |  |                  |                 |  |
| 1.   | To set out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.  |                  |                 |  |
| 2.   | To improve basic IT skills according to European Computer Driving Licence (word processor, presentation designer, spreadsheet,web browser, with respect to course being studied) |                  |                 |  |
| PREREQUISITE (KNOWLEDGE, SKILLS, COMPETENCE, OTHERS)   |  |                  |                 |  |
| 1.   | elementary computer skills   |                  |                 |  |
| LEARNING OUTCOMES  |  |                  |                 | Correlation with programme learning outcomes |
| Skills (knowing how to act)  |  |                  |                 |  |
| 1.   | student can edit text and spreadsheet documents, prepare a presentation and a webpage  |                  |                 | K_U04, K_U05                                 |
| 2.   | student can use office software package for tasks specific for his study subject   |                  |                 | K_U04, K_U05                                 |
| 3.   | student can find reliable materials in the Internet that are relevant to his study subject   |                  |                 | K_U04, K_U05                                 |
| Social Competence (values - knowing how to be)   |  |                  |                 |  |
| 1.   | student understands tasks and exhibits willingness to look for solutions   |                  |                 | K_K04  |
| 2.   | student uses appropriate software for efficient work, can assess her/his level of competence   |                  |                 | K_K04  |

| TEACHING CONTENT (SUBJECT DESCRIPTION)  |  |  |  |  |
|---|--|--|--|--|
| Basic and advanced text processing, spreadsheet editing, presentation software using, simple web page designing, finding information on the Internet with respect to course being studied   |  |  |  |  |
| TEACHING METHODS*   |  |  |  |  |
| exposition and practice with the use of computers   |  |  |  |  |
| *If a subject consists of lecture and classes, the proper teaching methods to any classes should be given.  |  |  |  |  |
| METHODS OF LEARNING ACHIEVEMENTS ASSESSMENT*  |  |  |  |  |
| 1.  | test after each module (approx 3) – 80%                            |  |  |  |
| 2.  | active participation in classes – 20%                              |  |  |  |
| GRADING SCALE*  |  |  |  |  |
| LEARNING OUTCOMES   | 2 unsatisfactory (fail)  | 3 satisfactory   | 4 good   | 5 very good  |
| Competence  | Student is not able to use the software for required tasks         | Student is able to use the software for required tasks with teacher's help | Student is able to use the software for required tasks                     | Student is able to use the software independently and identify new possibilities |
| Social Competence   | Student does not engage him- or herself in the educational process | Student slightly engages him- or herself in the educational process.       | Student engages him- or herself in the educational process.                | Student's engagement in the educational process is exemplary.                    |
| Sometimes the plus symbol or decimal is used to modify the numerical grades.  |  |  |  |  |
| STUDENT WORKLOAD  |  |  |  |  |
| Activity  |  |  | Average time students typically need to complete proper learning activity* |  |
| sessions with the lecturer  |  |  | 30   |  |
| self-study  |  |  | 30   |  |
| TOTAL HOURS:  |  |  | 60   |  |
| * Workload indicates the time students typically need to complete all learning activities required to achieve the expected learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, whereby <b>one credit corresponds to 25 to 30 hours of work.</b> |  |  |  |  |
| TOTAL ECTS:   |  |  | 2  |  |
| REQUIRED READING LIST   |  |  |  |  |
| 1.  | ECDL books and ECDL textbooks (modules 1-7)                        |  |  |  |
| RECOMMENDED READING LIST  |  |  |  |  |
| 1.  | Many online sources could be used.                                 |  |  |  |

Lublin, 18.09.2014  
place, date

Anna Starościc  
signature