field of study

philosophy (course in English)

BA course

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 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

*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 **one credit corresponds to 25 to 30 hours of work**.

TOTAL ECTS:	2

REQUIRED READING LIST

| 1. | ECDL books and ECDL textbooks (modules 1-7) |
| 2. | LibreOffice Guides (version 4.x or newer):
a) Introduction: https://wiki.documentfoundation.org/images/1/13/GS40-GettingStartedLO.pdf
b) Writer: https://wiki.documentfoundation.org/images/3/35/WG40-WriterGuideLO.pdf
c) Calc: https://wiki.documentfoundation.org/images/4/47/CG41-CalcGuideLO.pdf
d) Impress: https://wiki.documentfoundation.org/images/a/ac/IG40-ImpressGuideLO.pdf |

RECOMMENDED READING LIST

| 1. | Many online sources could be used. |

Lublin, 1.10.2016   Anna Starościc

place, date   signature