

## SYLABUS\_CEBS\_37\_I\_EN

### I. General information

1. Course name: Computer Skills
2. Course code: CS
3. Course type (compulsory or optional): compulsory
4. Study programme name: Central European and Balkan Studies
5. Cycle of studies (1st or 2nd cycle of studies or full master's programme): 1<sup>ST</sup>
6. Educational profile (general academic profile or practical profile): general academic profile
7. Year of studies (if relevant): I (1<sup>st</sup> semester)
8. Type of classes and number of contact hours (e.g. lectures: 15 hours; practical classes: 30 hours): 30 classes
9. Number of ECTS credits: 4
10. Name, surname, academic degree/title of the course lecturer/other teaching staff: prof. UAM dr hab. Konrad Dominas; konradd@amu.edu.pl
11. Language of classes: English
12. Online learning – yes (partly – online / fully – online) / no: no

### II. Detailed information

1. Course aim (aims):
  - a. teaching the use of basic information technology services, such as: computer use, word processing, spreadsheets, internet communication;
  - b. preparing students for the proper formatting of bachelor's and master's theses;
  - c. learning how to use the most important applications used in the modern economy.
2. Pre-requisites in terms of knowledge, skills and social competences (if relevant): basic digital computer skills
3. Course learning outcomes (EU) in terms of knowledge, skills and social competences and their reference to study programme learning outcomes (EK):

Course learning outcome symbol (EU)	On successful completion of this course, a student will be able to:	Reference to study programme learning outcomes (EK)
CS_01	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	K_W11; K_K01; K_K02
CS_02	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	K_W11; K_K01; K_K02
CS_03	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	K_W11; K_K01; K_K02
CS_04	can work with a spreadsheet at an intermediate level	K_W11; K_K01; K_K02
CS_05	can create a multimedia presentation	K_U09; K_W11; K_K01; K_K02
CS_06	can recognize the basic concepts related to the Internet and WWW and efficiently use the Internet for scientific purposes	K_W11; K_K01; K_K02

4. Learning content with reference to course learning outcomes (EU)

Course learning content:	Course learning outcome symbol (EU)
Basics of information and communication techniques.	CS_01; CS_02
The problem of data security and protection.	CS_01; CS_02
Operating system and its types.	CS_01; CS_02

Learning advanced text formatting techniques.	CS_01; CS_02
Elementary principles of correct editing of a scientific text (a paper, an annual thesis, a BA and MA thesis).	CS_01; CS_03
Excel. Getting to know the software used to create spreadsheets.	CS_01; CS_04
PowerPoint. Analysis of software used to create multimedia presentations.	CS_01; CS_05
Creating multimedia presentations.	CS_01; CS_05
Practical use of the Internet	CS_01; CS_06

5. Reading list: reading list will be given by lecturers

### III. Additional information

1. Teaching and learning methods and activities to enable students to achieve the intended course learning outcomes (please indicate the appropriate methods and activities with a tick and/or suggest different methods)

Teaching and learning methods and activities	X
Lecture with a multimedia presentation	X
Interactive lecture	
Problem – based lecture	
Discussions	X
Text-based work	
Case study work	
Problem-based learning	
Educational simulation/game	
Task – solving learning (eg. calculation, artistic, practical tasks)	
Experiential work	X
Laboratory work	
Scientific inquiry method	
Workshop method	X
Project work	X
Demonstration and observation	X
Sound and/or video demonstration	X
Creative methods (eg. brainstorming, SWOT analysis, decision tree method, snowball technique, concept maps)	
Group work	X
Other (please specify) – short student speeches (up to 15 minutes)	
...	

2. Assessment methods to test if learning outcomes have been achieved (please indicate with a tick the appropriate methods for each LO and/or suggest different methods)

Assessment methods	Course learning outcome symbol CS_nn					
	01	02	03	04	05	06
Written exam						
Oral exam						
Open book exam						
Written test						
Oral test						
Multiple choice test						
Project						

Essay						
Report						
Individual presentation					x	
Practical exam (performance observation)						
Portfolio						
Other (please specify) -						
Presentation of work done on the computer	x	x	x	x	x	x

### 3. Student workload and ECTS credits

Activity types		Mean number of hours spent on each activity type
Contact hours with the teacher as specified in the study programme		30
Independent study*	Preparation for classes	15
	Reading for classes	5
	Essay / report / presentation / demonstration preparation, etc.	30
	Project preparation	
	Term paper preparation	
	Exam preparation	20
	Other (please specify) -	
...		
Total hours		100
Total ECTS credits for the course		4

\* please indicate the appropriate activity types and/or suggest different activities

### 4. Assessment criteria in accordance with AMU in Poznan's grading system:

5.0: very good knowledge of terminology in the field of Information Technology; excellent knowledge of computer software and fluency in using it

4.5: very good knowledge of basic IT terms; very good knowledge of the computer software discussed in class and relatively fluent in using it

4.0: good knowledge of basic IT terms; good knowledge of the computer software discussed in class and relatively problem-free use of it

3.5: satisfactory good knowledge of basic IT terms; equally satisfactory knowledge of the computer software discussed in class and correct, albeit allowing various shortcomings, its use

3.0: basic knowledge of basic IT terms; basic knowledge of computer software discussed in class and sufficient to pass the course, but full of shortcomings the ability to use this software

2.0: unsatisfactory knowledge of basic IT terms; ignorance of the computer software discussed in class and the inability to use it