

1.	Field of study	English Philology
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2021/2022 (winter term), 2022/2023 (winter term), 2023/2024 (winter term), 2024/2025 (winter term)
4.	Level of qualifications/degree	second-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

Module: Diploma Module: Module 1 – Information Technology: Editing of Academic Texts

Module code: W1-FA-KM-N2-MD1-TI-1

1. Number of the ECTS credits: 2

2. Learning outcomes of the module			
code	description	learning outcomes of the programme	level of competence (scale 1-5)
KM-N2-PD1-TI_U_1	Ability to use text editors and word processors at the advanced level enabling a successful editing and proofreading of complicated documents.	FA2_U01 FA2_U06	2 3
KM-N2-PD1-TI_U_2	Ability to use appropriate IT tools for data processing and presentation (intermediate Excel skills, basic knowledge of databases, multimedia presentations etc.)	FA2_U01 FA2_U06	2 3
KM-N2-PD1-TI_K_1	Awareness of the importance of maintaining editorial and proofreading standards, also in the context of academic ethics and academic integrity.	FA2_K01	1
KM-N2-PD1-TI_U_3	the ability of editing, word editing, proofreading of academic texts according to the criteria provided in common referencing and citation styles with the use of tools enabling preparation of reference lists (reference manager); ability to manage extensive referencing databases	FA2_U01 FA2_U06	2 3
KM-N2-PD1-TI_U_4	ability to use IT tools and programmes used for assisting academic research within social sciences, including databases of academic texts and services enabling citation management, etc. (Web of Science, Google Scholar, Google Scholar Citations, etc.)	FA2_U01 FA2_U06	2 3
KM-N2-PD1-TI_W_1	extensive knowledge in editing, word editing and proofreading of an academic text in English	FA2_W02	3
KM-N2-PD1-TI_W_2	knowledge of terminology applied in an editing and proofreading of an academic text in English and common referencing and citation styles (MLA, LSA, Chicago/Turabian, APA, etc)	FA2_W02	3

3. Module description

Description	
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	The aim of the classes within this module is to develop the skills of academic text editing using the tools of information technology. During the classes students become familiar with advanced issues in text editing and learn the standards of text editing, selected bibliographic standards and style sheets. Students improve their skills of using word processing programmes, as well as programmes supporting the processing and presentation of data (MS Excel, databases, multimedia presentations) and programmes supporting the creation of bibliographies. Students develop - in the form of workshop classes supported by verbal instruction from the teacher - skills in text editing and as a result of the course achieve an advanced level of knowledge of text editing programmes, allowing them to edit their dissertations and other academic texts. The technical competences acquired during the course include: the ability to prepare bibliographies and footnotes in accordance with chosen standards, knowledge of text editing software and the advanced functions of word processing programmes, text editing teamwork skills, the ability to use spreadsheets and simple databases in the field of data processing and presentation, the ability to work with bibliography managers as well as with software and sites supporting research within social sciences (Web of Science, Google Scholar Citations etc.).
Prerequisites	No entry requirements.

4. Assessment of the learning outcomes of the module			
code	type	description	learning outcomes of the module
KM-N2-PD1-TI_w_1	Test śródsemestralny	Mid-semester Test – testing theory and practice, testing the knowledge of terminology related to editing and ability to use software included in the course syllabus	KM-N2-PD1-TI_K_1, KM-N2-PD1-TI_W_1, KM-N2-PD1-TI_W_2
KM-N2-PD1-TI_w_2	Praca projektowa	Project work – assessed individual project work – editing a complex document with the use of techniques taught during the course and according to an appropriate referencing and citation style	KM-N2-PD1-TI_U_1, KM-N2-PD1-TI_U_2, KM-N2-PD1-TI_U_3, KM-N2-PD1-TI_U_4

5. Forms of teaching						
code	form of teaching			required hours of student's own work		assessment of the learning outcomes of the module
	type	description (including teaching methods)	number of hours	description	number of hours	
KM-N2-PD1-TI_fns_1	practical classes	Teaching methods: verbal instruction combined with multimedia presentations; practical classes/ workshops conducted in IT lab aiming at training students to use word processors, spreadsheets, databases and software for preparing reference lists	7	Individual study Studying the reading list for the subject, self study aiming at gaining better understanding of topics covered in class, individual project work, studying for a test	50	KM-N2-PD1-TI_w_1, KM-N2-PD1-TI_w_2