University of Silesia in Katowice

1.	Field of study	English Philology
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2020/2021 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

Module: Diploma Thesis: Module 1, Information Technology: Editing of Academic Texts

Module code: W1-FA-NX-S1-TIETN-5

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)**
TX-S1-TIETN-5_K1	Awareness of the importance of maintaining editorial and proofreading standards, also in the context of academic ethics and academic integrity	FA1_K06	1
TX-S1-TIETN-5_U1	Ability to use text editors and word processors at the intermediate level enabling a successful editing and proofreading of semi-complicated texts (diploma work)	FA1_U09 FAN1_U17	3 2
TX-S1-TIETN-5_U2	Ability to work as a part of the group in an edtitorial team on a collective publication and to edit academic texts using IT tools.	FA1_U07 FA1_U08	3 3
TX-S1-TIETN-5_W1	A basic knowledge of word editing, proofreading and editing of academic texts in Polish and English.	FA1_W03 FA1_W04	2 2
TX-S1-TIETN-5_W2	Knowledge of the terminology applied in editing and proofreading of academic texts both in Polish and English, knows the most common referencing and citation styles.	FA1_W03 FA1_W04	1 1

3. Module description	
Description	The aim of the course is to develop the ability of editing, word editing, proofreading, analysis and review of academic texts with the use of appropriate IT tools. During the classes students become familiar with the aspects of editing and proofreading a text, standards of editing and word editing of a text, selected referencing and citation styles. Students can use international, academic databases (SCOPUS) in order to search and obtain publications according to various criteria and can use software and websites assisting academic research within social sciences (Google Scholar, Google Scholar Citations, Web of Science). Students possess the ability to analyse and review a publication in English and sometimes in other foreign languages and also prepare a critical review of an academic work. Students possess the ability to work in an edtitorial team on a collective publication as well as work independently on own diploma work or other academic texts.

	Technical competencies developed during the course: ability to create a reference list (bibliography) and footnotes, being familiar with word processing software, basic features of word editing software (editing, page layout, document layout, cover design and front page design), working with a text structure, using mail merge, proofreading and autocorrect, ability to use Excel spreadsheet (basic calculations and graphs), graphics, presentation of data in a table.	
Prerequisites		

4. Assessment of the learning outcomes of the module			
code	**type**	**description**	**learning outcomes of the module**
TX-S1-TIETN-5_w_1	Praca projektocwa	An analysis of an academic text and its review (a critical review).	TX-S1-TIETN-5_W1, TX-S1-TIETN-5_W2
TX-S1-TIETN-5_w_2	Redakcja tekstu naukowego - zespołowa praca redakcyjna.	Collective editorial work with the application of IT tools (Google Drive, Google Documents, MS Word, MS Publisher and others).	TX-S1-TIETN-5_K1, TX-S1-TIETN-5_U1, TX-S1-TIETN-5_U2

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**	
TX-S1-TIETN-5_fs_1	practical classes	Teaching methods: verbal instruction combined with multimedia presentations Practical classes/ workshops aiming at training students in programms used for word processing.	30	Project work (an analysis of an academic text), collective editorial work, tutorials.	10	TX-S1-TIETN-5_w_1, TX-S1-TIETN-5_w_2