University of Silesia in Katowice

1.	Field of study	Scientific Information and Library Science
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2025/2026 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	General information about the module	
Module name		Editor's Workshops
Module code		W1-BN-S1-OPWE04
Number of the ECTS credits		3
Language of instruction		Polish
Purpose and description of the content of education		The student will acquire knowledge of both traditional and digital information sources, as well as electronic tools used in editorial work. They will learn to effectively use, among others, word processors and tools that automate and support text flow management in the editorial process of various types of publications, including publishing units within cultural institutions. Completion of the module will also enable the student to understand methods of efficiently organizing and coordinating editorial work, as well as techniques for tracking changes in edited publications.
List of modules that must be completed before starting this module (if necessary)		not applicable

8.	Learning outcomes of the module			
Code	Description		Learning outcomes of the programme	Level of competenc (scale 1-5)
OPWE04_1	osoba studiująca zna tradycyjne i elektroniczne źródła odnoszące się do rynku wydawniczego oraz zasad przygotowania, opracowania, udostępnienia i promocji publikacji różnego typu, a także narzędzia elektroniczne przydatne w pracy wydawniczej		K_W07	3
OPWE04_2	osoba studiująca potrafi adekwatnie korzystać z odpowiednich źródeł i narzędzi elektronicznych należących do warsztatu edytora		K_U07	3
OPWE04_3	osoba studiująca poznane źródła i narzędzia potrafi wykorzystać w codziennej pracy instytucji wydawniczych (w tym wydawniczych jednostek organizacyjnych instytucji kultury)		K_U01	3
OPWE04_4	osoba studiująca jest gotowa do stosować w pracy wydawniczej normy prawne i etyczne		K_K05	3

9.	Methods of conducting classes		
Code	Category	Name (description)	
d01	Programmed learning methods	Working with a computer *e.g., Webquest; implementation of educational tasks using electronic and digital devices, computer programs and Internet applications; the academic teacher acts as a consultant; students' work is carried out step by step according to the plan laid own by the person teaching the course and following his instructions, and proceeds towards producing the indicated results*	

		within the set deadline
d03	Programmed learning methods	Working with another teaching tool *e.g. using websites in any way or according to the rules set by the teacher; or making use of other subject-specific tools*
e07	Practical methods	Simulation *an indirect method; imitating reality in order to gain experience approximating a real one; recreating a real-world situation so that its participant can acquire an experience close to the authentic one; work on "replacement" material*

10.	Forms of teaching				
Code	**Name**	**Number of hours**	**Assessment of the learning outcomes of the module**	**Learning outcomes of the module**	**Methods of conducting classes**
OPWE04	laboratory classes	30	course work	OPWE04_1, OPWE04_2, OPWE04_3, OPWE04_4	d01, d03, e07

11.	The student's work, apart from participation in classes, includes in particular:			
Code	**Category**	**Name (description)**		**Is it part of the BUNA?**
a03	Preparation for classes	Developing practical skills *activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)*		No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion *a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course*		Yes
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes *reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes*		Yes
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks *reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade*		Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: https://usosweb.us.edu.pl.