

1. Field of study	English Philology
2. Faculty	Faculty of Humanities
3. Academic year of entry	2019/2020 (winter term)
4. Level of qualifications/degree	first-cycle studies
5. Degree profile	general academic
6. Mode of study	full-time

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

Module code: 02-FA-KX-S1-PD1-TI-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)
KX-S1-PD1-TI_U_1	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_U12 FA1_U21	3 3
KX-S1-PD1-TI_K_1	Awareness of the importance of maintaining editorial and proofreading standards, also in the context of academic ethics and academic integrity	FA1_K06	1
KX-S1-PD1-TI_U_2	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)	FA1_U12 FA1_U21	3 3
KX-S1-PD1-TI_W_1	A basic knowledge of word editing, proofreading and editing of academic texts in English.	FA1_W03 FA1_W04	1 1
KX-S1-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).	FA1_W03 FA1_W04	2 2

3. Module description

Description	The course develops students' text edition and text formatting skills. During the classes students learn about the basics of text edition, practice the use of editing standards, standards of international citation formats, and of editing style sheets. Students practice those skills during workshop meetings, supplemented with theoretical introduction and instructions from the lecturer. Students are expected to reach a level of expertise in text edition which would allow them to efficiently edit and format their future diploma papers. Technical competencies which students are expected to acquire include: following a chosen citation standard to produce properly edited notes and a bibliography of cited texts, proficiency in basic functions of word processing software (edition, page properties, document properties), proficiency in editing a complex document (headers, section management, style
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	management ,multilayered documents, bulleted lists, numbered lists, tables, indexes, notes and bibliography), basic mail merge skills, presentation of data in tables and graphs, embedding of graphics and external data, spellchecking, auto-formatting, and basic skills in group editing.
Prerequisites	Successful completion of the second year of studies.

4. Assessment of the learning outcomes of the module			
code	type	description	learning outcomes of the module
KX-S1-PD1-TI_w_1	Test śródsesemestralny	Mid-semester Test – testing theory and practice, testing the knowledge of terminology related to editing and ability to use basic functions of word editing software.	KX-S1-PD1-TI_W_1, KX-S1-PD1-TI_W_2
KX-S1-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,	KX-S1-PD1-TI_U_1, KX-S1-PD1-TI_K_1, KX-S1-PD1-TI_U_2

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	
KX-S1-PD1-TI_fs_1	practical classes	Teaching methods: verbal instruction combined with multimedia presentations Practical classes/ workshops aiming at training students in programmes used for word processing.	30	Self-study (preparation for a test), project work, tutorials.	20	KX-S1-PD1-TI_w_1, KX-S1-PD1-TI_w_2