

Subject card

Subject name and code	Information technology in project management, PG_00138496						
Field of study	German Studies						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	Master's studies	Subject group			Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			3.0		
Learning profile	academic	Assessment form			credit		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Anna Bączkowska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		8.0		37.0	75
Subject objectives	To consolidate and deepen students' information technology skills needed for work in the sphere of intercultural, foreign language communication, in a multinational corporate environment.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FGMU2_W09] Has well-ordered in-depth and theoretically grounded detailed knowledge in the field of the selected specialisation, i.e.: translation theory or business and economy or didactics.	is aware of the complex nature of language in relation to information technology, has an in-depth and well-structured knowledge of the theoretical concepts and methodology of this sub-discipline, of the variety of functioning of language in its various scopes, and the usefulness of information technology competence in future work as a translator or employee in an international company.	[SW4] test/exam - oral or written
	[FGMU2_K02] Takes individual and team actions for the benefit of professional environment and public interest, plans and organises their course, engages in cooperation. Thinks and acts in an entrepreneurial manner.	is ready to take on professional challenges; takes effort and perseveres in individual and team activities in translation projects and in business and economics	[SK2] presentation/project/paper/report [SK5] implementation of a problem task
	[FGMU2_K04] Correctly identifies and resolves dilemmas related to professional performance, understands ethical issues related to the responsibility for the accuracy and reliability of the provided knowledge and taken professional actions.	understands the need to engage in shaping social reality by using information technology in a reliable and responsible way	[SK5] implementation of a problem task [SK8] observation of student's independent or team work
	[FGMU2_K05] Is ready to fulfil professional roles taking into account changing social needs, is ready to care for continuous professional development and maintain professional ethos.	is ready to fulfil a variety of roles in a professional group using the knowledge and skills of a German-speaker, upholds the principles of ethos as a translator or employee of a company operating in the international field	[SK8] observation of student's independent or team work
	[FGMU2_U08] Has the basic ability to translate selected types of texts from German into Polish and from Polish into German, or the ability to prepare and carry out teaching tasks, or to function in an enterprise and business.	is able to make critical use of available multimedia and modern technology to prepare and carry out tasks in the field of German-Polish translation and in international business	[SU4] test/exam - oral or written [SU5] implementation of a problem task
	[FGMU2_W01] Has a structured and in-depth knowledge of the material and methodological specificity of philology, as well as knowledge of the place and significance of philology in relation to other sciences.	has a structured and in-depth knowledge of the specifics of communication by means of information technology, of the theoretical concepts and methodology of this sub-discipline and the usefulness of information technology competence in future work as a translator or employee in an international company; understands the application of e-collaboration;	[SW4] test/exam - oral or written [SW2] presentation/project/paper/report
	[FGMU2_W11] Knows and understands basic notions and principles of copyright protection and the necessity of intellectual property management; has a structured and in-depth knowledge of professional ethics and economic, legal and other conditions of various types of activity.	knows and understands the basic concepts and principles of copyright protection and is aware of the need to respect them when using information technology	[SW2] presentation/project/paper/report [SW5] implementation of a problem task
	[FGMU2_U09] Is able to undertake autonomous actions aimed at the development of their abilities, indicate directions for further research; is able to work independently, to direct the work of a team.	is able to co-operate with other students in team and project tasks taking on various roles in the team, including a leadership role; independently compares and decides on the choice of forms of communication and teamwork strategies and elements	[SU5] implementation of a problem task [SU8] observation of student's independent or team work
	[FGMU2_W14] Knows the basic principles of creating and development of various forms of entrepreneurship in the field of their chosen specialisation, i.e.: translation studies, or language teaching or business and economy.	know the basic principles for the creation and development of various forms of entrepreneurship using information technology in connection with the chosen specialisation, i.e. translation and business communication.	[SW4] test/exam - oral or written [SW5] implementation of a problem task

	Course outcome	Subject outcome	Method of verification
	[FGMU2_K01] Has an in-depth awareness of the level of their knowledge and skills, is able to critically evaluate the received contents, as well as apply their knowledge in solving cognitive and practical problems.	is able to evaluate how to approach a problem analytically, to make contacts and to ask for help; is able to communicate with people both within and outside the information technology field	[SK2] presentation/project/paper/report [SK5] implementation of a problem task [SK8] observation of student's independent or team work
Subject contents	<p>Depending on the interests and needs of the participants, also on the availability of new tools in the year of the course, the topics covered include:</p> <ul style="list-style-type: none"> Advanced MS Excel functions for data visualisation: Charted, Chartbuilder, or Fusioncharts, but also: conditional formatting, functions: sum, sumproduct, average, 5age, if, iferror, etc., pivot tables, charts (also combined charts), data validation, filtering, sorting; table formatting, vlook up; logical, text, date and time formulas; importing data from other files (e.g. from MS Word)). Advanced features of MS Outlook (Setting up Outlook, quick steps, managing multiple accounts, address book, organising calendar, tasks and notes, Outlook language features). Advanced functions of tools for preparing multimedia presentations, also in German and English. Language corpora in text data analysis (including German language corpora). Multi-purpose tools, also for making presentations, speeches, interviews: canva, tableau public, creation of surveys e.g. in forms, googles, simple survey tools e.g. mindomo Programmes/applications for organising international cooperation (e.g. Asana, Trello, Padlet), but also other project-based ones, such as kanban <p>Using selected tools in intercultural communication and international cooperation during sample projects.</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	completion of problem and project tasks	51.0%	70.0%
	tests on the issues discussed	51.0%	30.0%
Recommended reading	Basic literature	Subject literature to be defined shortly before class (when casting is defined)The instructor updates the literature list and makes it available to students at the first class.	
	Supplementary literature	Subject literature to be defined shortly before class (when casting is defined)The instructor updates the literature list and makes it available to students at the first class.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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