

Subject card

Subject name and code	IT, PG_00144783						
Field of study	American Studies						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	undergraduate studies	Subject group			Obligatory subject group in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			English Polish 30.00% English 70.00%		
Semester of study	1	ECTS credits			2.0		
Learning profile	academic	Assessment form					
Conducting unit	Zakład Amerykanistyki -> Instytut Anglistyki i Amerykanistyki -> Faculty of Languages						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Anna Bączkowska				
	Teachers		dr hab. Anna Bączkowska mgr Justyna Stiepanow				
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	2.0	18.0	50		
Subject objectives	To familiarize students with the possibilities of new technology useful in the work of a philologist with particular use in the preparation of publications and presentations, in teaching, translation and practical use of MS Excel. Practical use of advanced functions of standard office packages in the preparation of materials for electronic publications and multimedia presentations and numerical data analysis, the use of web tools in the creation of educational and control materials, and the basics of translation support tools.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[AMERL3_U05] Is able to select and apply information and communication techniques when acquiring and processing information in American Studies and in professional work.	Able to select and apply information and communication techniques, as well as MS Office and Internet resources when acquiring and processing information in American Studies and in professional work.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU5] implementation of a problem task
	[AMERL3_U13] Can independently plan and implement lifelong self-education in the field of American Studies and the chosen sphere of professional activity.	Able to independently plan and implement lifelong self-education in the field of American Studies and in a chosen field of professional activity using MS Office and Internet resources.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task
	[AMERL3_U12] Is able to interact with others and plan and organize individual and team work, especially in the field of American Studies and in a selected sphere of cultural or economic activity related to knowledge of cultural contexts and the English language.	Able to interact with others and plan and organize individual and team work, especially within the framework of American Studies and in a selected sphere of cultural or economic activity, related to the knowledge of cultural contexts and the English language, using MS Office package and Internet resources.	[SU1] oral statement/conversation/discussion [SU5] implementation of a problem task
	[AMERL3_W14] Knows and understands basic concepts and principles of copyright and property protection applicable to research work in American cultural and literary studies and selected professional activities.	Knows and understands the basic concepts and principles of copyright and property protection applicable to research work in American cultural and literary studies and to selected professional activities in working with MS Office and Internet resources	[SW1] oral statement/conversation/discussion [SW5] implementation of a problem task
	[AMERL3_K07] is ready to adhere to the principles of ethics and to demand it of others in the performance of tasks related to the program of study, in research work in the field of cultural and literary American studies and in professional work.	Is ready to observe ethical principles and require this of others in the performance of tasks related to the program of study, in research work in the field of cultural and literary American studies, and in professional work using MS Office and Internet resources.	[SK1] oral statement/conversation/discussion [SK5] implementation of a problem task
[AMERL3_K03] is ready to make decisions independently and to critically evaluate and accept responsibility for the consequences of her/his own actions and the actions of the teams in which s/he participates, in particular while performing tasks in American Studies and in professional practice.	Is ready to make decisions independently and to critically evaluate and accept responsibility for the consequences of his own actions and the actions of the teams in which he participates, in particular by performing tasks in American Studies and in professional practice using the MS Office package and Internet resources.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written	
Subject contents	Advanced functions of MS OFFICE 2016 (Excel, PowerPoint, MS WORD). Creating visual narratives with the help of Prezi NEXT. Hot Potatoes web tools in the creation of materials to control the degree of assimilation of the presented information and their cooperation with the Learning Portal integrated with the Moodle 3.0 platform. Basic principles of applications supporting the translation process in combination with automatic translation services and practical exercises in the use of Wordfast Anywhere. Working with graphic files and pdf format and their conversion using OCR programs. Analysis of numerical data using MS Excel.		
Prerequisites and co-requisites	knowledge of English at B1 level		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	credit work	51.0%	30.0%
	practical tasks	51.0%	30.0%
	test	51.0%	40.0%
Recommended reading	Basic literature	<ul style="list-style-type: none"> - MS Word 2016 [online] available online: http://office.microsoft.com/pl-pl/training/CR010065456.aspx. - MS Power Point 2016 [online] available online: http://office.microsoft.com/pl-pl/training/CR010065457.aspx. - User manuals, multimedia presentations available on the website of the program's developer PREZI [online] available on the Internet: http://prezi.com/learn/. - User manuals and examples of using the program to create control/test materials on the website of the creators of HOT POTATOES [online] available on the Internet: http://hotpot.uvic.ca. - User manuals and tutorials available on the website of the maker of Wordfast translation support software [online] available on the Internet: http://www.wordfast.com/. 	

	Supplementary literature	Lambert Joan: Microsoft Office 2016. Krok po kroku, APS PROMISE, 2019, ISBN 978-83-246-1027-3. Franczewski Sergiusz: Excel w biurze i nie tylko, Helion, Gliwice 2014, ISBN: 978-83-246-7546-3.
	eResources addresses	Adresy na platformie eNauczenie:
Example issues/ example questions/ tasks being completed	Working with various types of image files, editing and their conversion using OCR programs. Analysis of numerical data using MS Excel.	
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.