Informationstechnologie
Educational subject description sheet

Basic information

Study programme Studia o Niemczech	**Didactic cycle** 2024/25
Speciality -	**Subject code** 31SONS.11O.00860.24
Organizational unit Collegium Polonicum Słubice	**Lecture languages** German
Study level First-cycle programme	**Course type** Obligatory
Study form Full-time	**Block** general subjects
Education profile General academic	

Subject coordinator	Justyna Krauze-Pierz

Lecturer	Sławomir Piontek

Period Semester 1	Activities and hours • Classes: 30, Graded credit; including sub-activities: ◦ Synchronous classes: 30	Number of ECTS points 3

Goals

Code	Goal
C1	The aim of the course is to acquire the ability to organize academic work in philology using current digital tools.

Entry requirements

Computer and Office skills, basic knowledge of how the Internet works.

Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
Knowledge – Student:			
W1	knows the topics, concepts and issues related to information technology at an advanced level;	SON_K1_W02	Multimedia presentation
Skills – Student:			
U1	can search, analyze, evaluate, select and use information from various sources, both traditional and multimedia;	SON_K1_U01	Multimedia presentation
U2	can independently acquire basic IT knowledge;	SON_K1_U07	Multimedia presentation
U3	can communicate with other specialists in German using traditional and multimedia means of communication in professional situations;	SON_K1_U09	Multimedia presentation
U4	is able to prepare typical written works in German, including works of an academic nature, with proper composition and argumentation, respecting copyright, using information technology;	SON_K1_U10	Multimedia presentation
Social competences – Student:			
K1	is ready to constantly update knowledge and improve skills and to show openness to new ideas;	SON_K1_K01	Multimedia presentation
K2	is ready to properly recognize the possibilities and limitations resulting from the IT competences obtained in the field of study;	SON_K1_K02	Multimedia presentation

Study content

No.	Course content	Subject learning outcomes	Activities
1.	Security on the net.	W1, U1, U2, U3, U4, K1, K2	Classes, Synchronous classes
2.	Software for study and self-work organization.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
3.	Reference management software.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
4.	Word processing software.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
5.	Text creation and control.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
6.	Working with PDF files.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
7.	Presentations.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
8.	Image editing.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes
9.	Editing audio and video files.	W1, U1, U2, U3, U4, K1, K2	Synchronous classes

No.	Course content	Subject learning outcomes	Activities
10.	Research on the net: databases, resources, search engines.	W1, U1, U2, U3, U4, K1, K2	Classes, Synchronous classes

Additional information

Activities	Teaching and learning methods and activities
Classes	Lecture with a multimedia presentation of selected issues, Conversation lecture, Problem-based lecture, Solving tasks (e.g. computational, artistic, practical), Workshop method

Activities	Credit conditions
Classes	A prerequisite for successful completion of the course is the preparation of a multimedia presentation on a topic agreed with the teacher.

Literature

Obligatory

1. Klaßen, Robert: Office 2019 - Der umfassende Ratgeber. Bonn: Rheinwerk Verlag 2019.
2. Lobin, Henning, Schneider, Roman und Witt, Andreas: Digitale Infrastrukturen für die germanistische Forschung, Berlin, Boston: De Gruyter, 2018. https://doi.org/10.1515/9783110538663.
3. Porath, Ron: Internet, Cyber- und IT-Sicherheit von A–Z. Aktuelle Begriffe kurz und einfach erklärt – Für Beruf, Studium und Privatleben. Berlin: Springer Vieweg 2020.
4. Tuhls, G.O.: Wissenschaftliche Arbeiten schreiben mit Microsoft Office Word 365, 2021, 2019, 2016, 2013. Frechen: mitp 2022.
5. Tuhls, G.O.: Mit Word zum eigenen Buch. Buchsatz und Layout für Selfpublishing & Co. Frechen: mitp 2019.
6. Weverka, Peter: Office 2019. Alles-in-einem-Band für Dummies. Weinheim: Wiley-VCH Verlag 2019.

Calculation of ECTS points

Activities	Activity hours*
Classes	30
Preparation for classes	15
Reading the indicated literature	10
Preparation of a multimedia presentation	20
Student workload	**Hours** 75
Number of ECTS points	**ECTS** 3

* academic hour = 45 minutes

Efekty uczenia się dla kierunku

Kod	Treść
SON_K1_K01	The graduate is ready to constantly updating knowledge and skills and demonstrating openness to new ideas
SON_K1_K02	The graduate is ready to to correctly identify opportunities and constraints resulting from the language competences acquired in the course of study
SON_K1_U01	The graduate can search, analyse, evaluate, select and use information from a variety of sources, both traditional and multimedia
SON_K1_U07	The graduate can acquire knowledge and develop research skills independently, following the guidance of the research supervisor
SON_K1_U09	The graduate can communicate with other professionals, literary, linguistic and cultural scholars, historians in German using traditional and multimedia means of communication in professional situations
SON_K1_U10	The graduate can prepare typical written works in German, including translations, of an academic nature, with appropriate composition and argumentation and in compliance with copyright law
SON_K1_W02	The graduate knows and understands to an advanced degree, topics, concepts and issues in literary and linguistic studies and cultural sciences, history and intercultural communication