



UNIwersYTET
IM. ADAMA MICKIEWICZA
W POZNANIU

Information technology

Educational subject description sheet

Basic information

Study programme Lingwistyka stosowana (Applied Linguistics and Intercultural Communication) Speciality - Organizational unit Faculty of Modern Languages and Literatures Study level First-cycle programme Study form Full-time Education profile General academic		Didactic cycle 2023/24 Subject code 09LSAS.120.01810.23 Lecture languages English Course type Obligatory Block general subjects
Subject coordinator	Magdalena Jaszczyk-Grzyb	
Lecturer	Magdalena Jaszczyk-Grzyb	
Period Semester 2	Activities and hours • Classes: 30, Graded credit	Number of ECTS points 2

Goals

Code	Goal
C1	Developing ability to work with basic office software: word processor and multimedia presentation maker.
C2	Developing ability to format non-literary and academic texts and provide references in academic texts.
C3	Developing ability to present information and data (Microsoft Powerpoint).
C4	Developing ability to search for information online and use of databases.
C5	Learning about copyright law.

Subject learning outcomes

Code	Outcomes in terms of	Learning outcomes	Examination methods
Knowledge - Student:			
W1	identifies the basic principles of copyright law.	LSA_K1_W10	Multimedia presentation
Skills - Student:			
U1	effectively and appropriately formats large texts in a word processor using automated functions.	LSA_K1_U04, LSA_K1_U11	Project
U2	presents data during a presentation using a multimedia presentation maker.	LSA_K1_U04, LSA_K1_U06, LSA_K1_U09, LSA_K1_U11	Multimedia presentation
U3	appropriately selects and uses online resources (websites and databases).	LSA_K1_U03, LSA_K1_U05	Project
U4	properly provides references and bibliographical data in an academic text.	LSA_K1_U03	Project
Social competences - Student:			
K1	is aware of the legal consequences of ignoring it.	LSA_K1_K03	Multimedia presentation

Study content

No.	Course content	Subject learning outcomes	Activities
1.	Introduction to the theoretical and practical aspects of formatting non-literary and academic texts using a word processor.	U1	Classes
2.	Introduction to the theoretical and practical aspects of providing references in an academic text using a word processor.	U4	Classes
3.	Rules for creating presentations using multimedia presentation maker.	U2	Classes
4.	Searching and selecting information online.	U3	Classes
5.	Current copyright law.	W1, K1	Classes

Additional information

Activities	Teaching and learning methods and activities
Classes	Lecture with a multimedia presentation of selected issues, Conversation lecture, Discussion, Work with text, Game/simulation, Solving tasks (e.g. computational, artistic, practical), Classes method, Audio and/or video demonstrations, Activating method - "brainstorming", Work in groups

Activities	Credit conditions
Classes	<p>The assessment criteria of project:</p> <ul style="list-style-type: none"> - correct edition of documents and images , - appropriate use of sources, - grammatical, spelling and punctuation correctness, - correct quoting of the sources. <p>The assessment criteria of the final multimedia presentation:</p> <ul style="list-style-type: none"> - correct quoting of the sources, - grammatical, spelling and punctuation correctness, - substantive quality of contents, - appropriate sources. <p>Assessment criteria in accordance with AMU in Poznan's grading system: Very good (bdb; 5,0): Good plus (+db; 4,5): Good (db; 4,0): Satisfactory plus (+dst; 3,5): Satisfactory (dst; 3,0): Unsatisfactory (ndst; 2,0):</p> <p>Grading scale</p> <p>bdb 92-100%</p> <p>db+ 85-91%</p> <p>db 76%-84%</p> <p>dst+ 68-75%</p> <p>dst 60%-67%</p> <p>ndst 0-59%</p>

Literature

Obligatory

1. Lambert, Joan & Frye, Curtis (2019). Microsoft Office 2019. Step by step. Pearson.

Calculation of ECTS points

Activities	Activity hours*
Classes	30
Preparation for classes	9
Preparation of a multimedia presentation	15
Preparation of a project	6
Student workload	Hours 60

Number of ECTS points	ECTS 2
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* academic hour = 45 minutes

Efekty uczenia się dla kierunku

Kod	Treść
LSA_K1_K03	The graduate is ready to perform their professional roles in a responsible manner, which includes compliance with work ethics and urging others to do the same and promoting the achievements of professions in applied linguistics.
LSA_K1_U03	The graduate can independently use the subject-matter knowledge, including an innovative use of traditional and multimedia sources of information (in particular encyclopedias, dictionaries and corpora) available in the languages of a given specialty/specialization.
LSA_K1_U04	The graduate can use the subject-matter knowledge in an innovative way to formulate and analyze complex and unusual problems as well as to justify the choices made in professional settings, as per a given specialty/specialization and in circumstances which are not fully predictable.
LSA_K1_U05	The graduate can recognize, analyze and evaluate language, linguistic-communicative and social-cultural processes and phenomena as well as processes in human-computer interaction based on the acquired knowledge and using standard methods and tools for linguistic research, with a reference to a given specialty/specialization.
LSA_K1_U06	The graduate can create and analyze written and oral forms in the languages of a given specialty/specialization, using specialist terms and up-to-date methods and research tools, and participate in a debate (i.e. present and evaluate different opinions and positions and discuss them).
LSA_K1_U09	The graduate can communicate with other specialists in the languages of a given specialty/specialization, using traditional and multimedia means of communication.
LSA_K1_U11	The graduate can plan and organize individual and teamwork.
LSA_K1_W10	The graduate knows and understands basic concepts and principles of intellectual property and copyright protection.