

## Subject card

|                                             |                                                                                                                                                                                                                                                                             |                                                          |                                         |                                     |                                                                                   |            |     |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------|------------|-----|
| Subject name and code                       | Information technology, PG_00144543                                                                                                                                                                                                                                         |                                                          |                                         |                                     |                                                                                   |            |     |
| Field of study                              | German Studies                                                                                                                                                                                                                                                              |                                                          |                                         |                                     |                                                                                   |            |     |
| Date of commencement of studies             | October 2025                                                                                                                                                                                                                                                                |                                                          | Academic year of realisation of subject |                                     | 2026/2027                                                                         |            |     |
| Education level                             | Bachelor's studies                                                                                                                                                                                                                                                          |                                                          | Subject group                           |                                     | Obligatory subject group in the field of study<br>Humanistic-social subject group |            |     |
| Mode of study                               | full-time studies                                                                                                                                                                                                                                                           |                                                          | Mode of delivery                        |                                     | at the university                                                                 |            |     |
| Year of study                               | 2                                                                                                                                                                                                                                                                           |                                                          | Language of instruction                 |                                     | Polish                                                                            |            |     |
| Semester of study                           | 3                                                                                                                                                                                                                                                                           |                                                          | ECTS credits                            |                                     | 2.0                                                                               |            |     |
| Learning profile                            | academic                                                                                                                                                                                                                                                                    |                                                          | Assessment form                         |                                     | credit                                                                            |            |     |
| Conducting unit                             |                                                                                                                                                                                                                                                                             |                                                          |                                         |                                     |                                                                                   |            |     |
| Name and surname of lecturer (lecturers)    | Subject supervisor                                                                                                                                                                                                                                                          |                                                          | dr Wacław Kulczykowski                  |                                     |                                                                                   |            |     |
|                                             | Teachers                                                                                                                                                                                                                                                                    |                                                          |                                         |                                     |                                                                                   |            |     |
| Lesson types                                | Lesson type                                                                                                                                                                                                                                                                 | Lecture                                                  | Tutorial                                | Laboratory                          | Project                                                                           | Seminar    | SUM |
|                                             | Number of study hours                                                                                                                                                                                                                                                       | 0.0                                                      | 0.0                                     | 30.0                                | 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                                 |                                                                                   | 20.0       | 52  |
| Subject objectives                          | Implementation of knowledge on working with text editors and office applications. Developing the ability to use advanced functions of text editors (correct text formatting, automation of creating lists), text indexing for the purpose of creating subject indexes, etc. |                                                          |                                         |                                     |                                                                                   |            |     |
|                                             | Developing the skills to prepare a computer text for the purposes of a diploma thesis and prepare a text for printing; creating aesthetic and readable multimedia presentations; searching for information in publicly available databases; use of bibliographic programs,  |                                                          |                                         |                                     |                                                                                   |            |     |

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Learning outcomes                                              | Course outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Subject outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Method of verification                                                                             |
|                                                                | [NIEML3_W05] Has an advanced knowledge of selected topics in literary studies related to the field of study                                                                                                                                                                                                                                                                                                                                                                                                                             | Knows selected editing issues at an advanced level<br>Polish- and German-language texts related to the field of study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | [SW1] oral statement/<br>conversation/discussion                                                   |
|                                                                | [NIEML3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own                                                                                                                                                                                                                                                                                                                             | Critically evaluates knowledge of information technology, shows readiness to constantly expand it and seek the opinion of experts in case of difficulties in solving the problem independently                                                                                                                                                                                                                                                                                                                                                                                                                                    | [SK6] demonstration of practical skills<br>[SK8] observation of student's independent or team work |
|                                                                | [ NIEML3_U01] Is able to use his/her knowledge to formulate and solve problems, acquiring and analysing information; is able to develop and present the results of his/her research                                                                                                                                                                                                                                                                                                                                                     | Is able to use knowledge of information technology to formulate and solve problems by obtaining and analyzing information; is able to develop and present the results of his research                                                                                                                                                                                                                                                                                                                                                                                                                                             | [SU6] demonstration of practical skills<br>[SU8] observation of student's independent or team work |
|                                                                | [NIEML3_W08] Knows and understands basic concepts and principles industrial property and copyright protection                                                                                                                                                                                                                                                                                                                                                                                                                           | Knows and understands the basic concepts and principles of property protection industrial and copyright law (especially in Germany)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | [SW1] oral statement/<br>conversation/discussion                                                   |
|                                                                | [NIEML3_W09] Knows and understands the basic economic, legal, ethical and other conditions of various professional activities in the area of German-Polish relations                                                                                                                                                                                                                                                                                                                                                                    | Knows and understands basic economic, legal, ethical and other aspects<br>conditions of various types of professional activity in the area of relations<br>Polish-German                                                                                                                                                                                                                                                                                                                                                                                                                                                          | [SW1] oral statement/<br>conversation/discussion                                                   |
|                                                                | [NIEML3_W07] Is aware of the coexistence in the human sciences of different points of view determined by different theoretical views, different national or cultural backgrounds                                                                                                                                                                                                                                                                                                                                                        | Knows about the coexistence of different points in the humanities<br>points of view determined by different theoretical views<br>national or cultural background (especially from the area German-speaking)                                                                                                                                                                                                                                                                                                                                                                                                                       | [SW1] oral statement/<br>conversation/discussion                                                   |
| Subject contents                                               | <ul style="list-style-type: none"><li>- Office applications as a work tool for a humanist</li><li>- Problems related to the preparation of scientific texts in office editors</li><li>- Raster and vector editing programs and text editors (cooperation and compatibility)</li><li>- Basics of regular expressions and their application to editing humanities texts.</li><li>- Indexing in office editors</li><li>- Multimedia presentations</li><li>- Bibliographic programs</li><li>- Online search engines and databases</li></ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
| Prerequisites and co-requisites                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
| Assessment methods and criteria                                | Subject passing criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Passing threshold                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Percentage of the final grade                                                                      |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 51.0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 60.0%                                                                                              |
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 51.0%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 40.0%                                                                                              |
| Recommended reading                                            | Basic literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Polskie normy wydawniczo-edytorskie (katalog)<br>Niemieckie zasady tworzenia tekstu komputerowego:<br><a href="https://www.korrekturen.de/fehler_und_stilblueten/die_sieben_haeufigsten_typographie-suenden.shtml">https://www.korrekturen.de/fehler_und_stilblueten/die_sieben_haeufigsten_typographie-suenden.shtml</a><br><a href="https://lektorat-korrekturlesen.de/typografiefehler/">https://lektorat-korrekturlesen.de/typografiefehler/</a><br><a href="https://www.profi-homepage.de/die-10-goldenen-regeln-der-homepage-typografie/">https://www.profi-homepage.de/die-10-goldenen-regeln-der-homepage-typografie/</a> |                                                                                                    |
|                                                                | Supplementary literature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Kamień J., Podręcznik autora, Gdańsk 2015<br>Pacek J., Indeksowanie w XXI wieku: ewolucja i współczesne funkcje pojęcia, Zagadnienia Informacji Naukowej 2006 nr 2, s. 32-49, <a href="https://fbc.pionier.net.pl/details/nnRtxwf">https://fbc.pionier.net.pl/details/nnRtxwf</a><br>Poradecki M., GREP w pracy redaktora wprowadzenie do zagadnienia, Acta Universitatis Lodziensis. Folia Literaria Polonica, 2016, 4 (34)<br>Wolański A., Edycja tekstów. Praktyczny poradnik. Książka, prasa, www, Warszawa 200                                                                                                               |                                                                                                    |
|                                                                | eResources addresses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
| Example issues/<br>example questions/<br>tasks being completed |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |
| Work placement                                                 | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                    |