

Subject card

Subject name and code	Information Technology for Translators I, PG_00137564						
Field of study	English Studies						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2027/2028		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Optional subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		English		
Semester of study	3		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Institute of English and American Studies -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Ewa Nawrocka				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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	15		1.0		9.0	25
Subject objectives	To give the student practical mastery of the Microsoft Office functions necessary for proper formatting, editing and proofreading of text, as well as creating multimedia presentations and multilingual glossaries. To familiarize the student with the principles of using multimedia and Internet dictionaries (both in Polish and English).						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FAL3_K07] Is ready to take on responsible professional roles, including the observance and dissemination of ethical principles, in various spheres of activity related to the use of the English language.	Ready to perform professional roles responsibly, including observing and disseminating ethical principles in the field of professional translator's activities.	[SK6] demonstration of practical skills
	[FAL3_U04] Selects and applies information and communication techniques (ICT) during the acquisition and processing of information in the framework of English Studies.	Able to select and apply information and communication technology (ICT) when acquiring and processing information as part of a translator's professional work.	[SU6] demonstration of practical skills
	[FAL3_W18] Knows information technologies useful in the work of an English philologist.	Is familiar with information technologies useful in the work of an English translator, especially Microsoft Office and Google Docs, as well as search methods and online dictionaries.	[SW4] test/exam - oral or written
	[FAL3_W17] Knows and understands the basic concepts and principles of copyright law, in particular those applicable to research in the field of linguistics and literature in the framework of English philology and in professional work.	Knows and understands the basic concepts and principles of copyright law, especially applicable to professional work of the translator.	[SW4] test/exam - oral or written
	[FAL3_U12] Independently plans and implements lifelong self-education, in particular in the field of the English language, linguistics and English-language literatures.	Able to independently plan and implement lifelong self-education, especially in the field of information technology in the work of a translator.	[SU6] demonstration of practical skills
	[FAL3_W15] Knows and understands the fundamental dilemmas of modern civilization in the context of issues related to intercultural linguistic and literary communication and the role of modern information technologies in the work of an English philologist.	Knows and understands the fundamental dilemmas of modern civilization in the context of issues related to the role of modern information technologies in the work of an English translator.	[SW4] test/exam - oral or written
Subject contents	Practical mastery of the Microsoft Office functions necessary for the correct formatting, editing and proofreading of texts, as well as creating multimedia presentations. The use of Word and Excel in the work of a translator. Word features that are useful for writing academic papers. Getting to know the package of Google documents and acquiring skills in the field of searching for information on the Internet, including the use of general and specialized dictionaries.		
Prerequisites and co-requisites	Command of English at B2 level.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Test z wiedzy	51.0%	40.0%
	Practical task	51.0%	60.0%
Recommended reading	Basic literature	- Microsoft Office training materials. Official website (https://support.microsoft.com/pl-pl/office), others. - Instructor's own materials.	
	Supplementary literature	Wolański, A. 2008. Edycja tekstów, Warszawa: Wydawnictwo Naukowe PWN.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	- Practical tasks (formatting documents, creating presentations, proofreading) - Knowledge test		
Work placement	Not applicable		

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