

## SYLLABUS

STATE UNIVERSITY OF APPLIED SCIENCES IN WLOCLAWEK

Course: : MEDIA EDUCATION - THE USE OF COMPUTERS IN  
TRANSLATION.

<b>Faculty</b>		<b>English Philology</b>					
<b>Speciality/specialisation:</b>		<b>Translations</b>					
<b>Unit hosting the faculty</b>		<b>INSTITUTE OF HUMANITIES - DEPARTMENT OF ENGLISH LANGUAGE</b>					
<b>Practical course profile</b>							
<b>Course language:</b>		50% Polish, 50% English					
<b>Course category:</b>		speciality					
<b>Academic year: 2020/21</b>					<b>Semester 3 and 4</b>		
<b>Number of hours required to complete the course in full time-mode:</b>							
<b>Total</b>	<b>lecture</b>	<b>ACTIVE FORMS</b>					
		<b>classes</b>	<b>projects</b>	<b>labs</b>	<b>workshops</b>	<b>seminars</b>	<b>professional training</b>
30				30			
<b>Number of hours required to complete the course in part-time mode</b>							
<b>Total</b>	<b>lecture</b>	<b>ACTIVE FORMS</b>					
		<b>classes</b>	<b>projects</b>	<b>labs</b>	<b>workshops</b>	<b>seminars</b>	<b>professional training</b>
30				30			

<b>Method of carrying out all active forms of classes:</b>	<p>The classes are carried out:</p> <ul style="list-style-type: none"> <li>• at the premises of the university 8 hours per semester</li> <li>• online 7 hours per semester</li> <li>•</li> </ul>
<b>Specification of introductory courses with prerequisites:</b>	Receiving a credit in IT and English level B2
<b>Educational goal:</b>	The educational goal is to provide the students with the skills to use the computer in translation
<b>Learning outcomes (course related):</b>	<p><b>Knowledge:</b></p> <p><b>Student:</b></p> <p>has the basic knowledge how to interpret the text [K_W07]</p> <p>has organised common knowledge, including terminology and methodology of philological sciences [K_W04]</p> <p>KW_11] knows and understands the basic ideas and regulations connected with copyrights and Health and Safety at work</p>

	<p><b>Skills:</b></p> <p>Student::</p> <ul style="list-style-type: none"> <li>- can analyse a text taking into the consideration the basic methods, including the social and cultural context and uses the ideas of other authors [K_U03]</li> <li>-has basic analytical skills (formulating and analysing problems, the proper choice of methods and tools, working out and presentation of results) which allow to solve problems connected with translations [K_U12]</li> <li>-has basic skills in the area of oral and written translations from Polish into English and from English to Polish [K_U08]</li> </ul>			
	<p><b>Social Competences:</b></p> <p>Student:</p> <ul style="list-style-type: none"> <li>-shows communicational, social, interpersonal and intercultural skills which allow to work in the translation offices [K_K07]</li> </ul>			
<p>Full course description/ syllabus content:</p>	<ol style="list-style-type: none"> <li>1. Basic information about the subject</li> <li>2. Browsers</li> <li>3. Keyboard shortcuts</li> <li>4. Files and folders operations</li> <li>5. PDF files operations</li> <li>6. Machine translations</li> <li>7. Multimedia dictionaries and concordance</li> <li>8. CAT tools</li> <li>9. CAT tools - basic terminology</li> <li>10. The use of CAT tools - exercises</li> </ol>			
<p><b>Methods of conducting classes:</b></p>	<ul style="list-style-type: none"> <li>• Computer lab, an individual work with the use of computer</li> </ul>			
<p><b>Students workload/ ECTS points</b></p> <p>FULL TIME STUDIES: 1) included in the working hours: -lecture</p>	<p>Forms of activity</p>	<p><b>Average number of hours to complete the activity</b></p>		
		<p>Full-time studies</p>		<p>Part-time studies</p>
		<p>L</p>	<p>AF</p>	<p>L      AF</p>

-active forms: 2) not included in the working hours: -direct consultations: -e-mail consultations: -forum consultations -e-learnig consultations: -exams and forms of passing the course: I. PART-TIME STUDIES: 1) included in the working hours: -lecture: -active forms: 2) not included in the working hours: -direct consultations: -e-mail consultations: -forum consultations -e-learnig consultations: -exams and forms of passing the course:	<b>Hours with the participation of an academic teacher</b>		16		16
	<b>Hours without the participation of an academic teacher:</b>		14		14
	1. 1. Preparation for classes, including studying the recommended literature		10		10
	2. Processing of the results/ preparation for the exam, tests, other		10		10
	3. 3. Preparation of a report, presentation, discussion		10		10
	<b>Total</b>		60		60
	<b>Total number of ECTS points for the method of classes</b>		2		2
	<b>Total number of ECTS points for the course</b>	2		2	
<b>Method and form of passing the course:</b>	<b>Method of passing the course:</b>				
	<ul style="list-style-type: none"> <li>Graded credit -</li> </ul>				
	<b>Forms of passing the course:</b> <ul style="list-style-type: none"> <li>Completing a translation project using CAT tools and exercises on files</li> </ul>				
	<b>Basic critieria</b> <i>PDF files operations. Preparing a translation using CAT tools.</i>				
<b>Literature list:</b>	<b>Compulsory literature:</b>  used during classes  the sources provided by the academic teacher  Selection of English Documents, Tapis 1998 <a href="https://www.youtube.com/user/WordfastTM-">https://www.youtube.com/user/WordfastTM-</a>  for self-studies  Łukasz Bogucki, Tłumaczenie wspomagane komputerowo, Wydawnictwo Naukowe PWN 2009				

	<p>Altman, Rick, PowerPoint 2003 PL /</p> <p><a href="https://www.youtube.com/user/WordfastTM-">https://www.youtube.com/user/WordfastTM-</a></p>
	<p><b>Supplementary literature:</b></p> <p>Walkenbach John, Excel 2010PL Biblia, <i>Helion</i> 2011</p>
<p><b>Names of person/persons who prepared the course description:</b> Wojciech Slomczewski, (M.A.)</p>	