GDAŃSK UNIVERSITY OF TECHNOLOGY

Subject card

Subject name and code	Computer Science in Management, PG_00044151						
Field of study	Engineering Management						
Date of commencement of studies	October 2020		Academic year of realisation of subject		2020/2021		
Education level	first-cycle studies		Subject group		Obligatory subject group in the field of study		
					Subject group related to scientific research in the field of study		
Mode of study	Part-time studies		Mode of delivery		at the university		
Year of study	1		Language of instruction		Polish		
Semester of study	1		ECTS credits		3.0		
Learning profile	general academic profile		Assessment form		assessment		
Conducting unit	Department of Informatics in Management -> Faculty of Management and Economics						
Name and surname of lecturer (lecturers)	Subject supervisor		dr inż. Kamil Brodnicki				
	Teachers		dr inż. Kamil Brodnicki				

Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	16.0	0.0	0.0	16
	E-learning hours included: 0.0						
	Adresy na platformie eNauczanie: Informatyka w zarządzaniu (NST, 2020-2021) - Moodle ID: 7855 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7855						

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	16	6.0	53.0	75

Subject objectives	Using office applications for business data processing

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[K6_W05] knows the statistical and IT methods and tools that enable the acquisition and presentation of data on the organisation's resources, including technical resources	Student knows IT tools used for business problem solution	[SW2] Assessment of knowledge contained in presentation
	[K6_U09] obtains data for analysis and interpretation of results using information technology	Student can use IT tools for data processing and analysing	[SU2] Assessment of ability to analyse information

Subject contents	A set of exercises using the potential of a spreadsheet in data processing and extracting information.
	EXCEL
	1. Improving business tasks using IT applications.
	2. Importing external data, operations of data sorting and filtering, conditional formatting, pivot tables, subtotals.
	3. Functions (mainly mathematical, text, statistics, search and address). Nesting functions.
	4. Advanced data analysis using functions.
	5. Makros.
	6. Building applications in Excel with the use of formants.

Prerequisites and co-requisites	Basic knowledge of operating systems (like Windows) and office application (i.e. MS Excel)

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Midterm colloquium	60.0%	100.0%

Recommended reading	Basic literature	1. Walkenbach J., Excel 2013 PL. Biblia, Wydawnictwo Helion. 2. Cox J., Frye C., Lambert S., Preppenrnau J., Murray K., Microsoft Office 2007 wersja polska Krok po kroku, Microsoft Press, 2007. 3. Kopertowska M., W. Sikorski W., Arkusze Kalkulacyjne, Poziom zaawansowany. Mikom – Wydawnictwo Naukowe PWN.
	Supplementary literature	1. Walkenbach J., Excel 2007 PL. Biblia, Wydawnictwo Helion 2007. 2. Walkenbach J., Excel 2007 PL. Programowanie w VBA. Vademecum profesjonalisty, Wydawnictwo Helion.
	eResources addresses	Informatyka w zarządzaniu (NST, 2020-2021) - Moodle ID: 7855 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=7855

Example issues/ example questions/ tasks being completed	Using logical functions in Excel for reasoning based on data.

Work placement	Not applicable