



Subject card

Subject name and code	Computer Science in Management, PG_00040552						
Field of study	Engineering Management						
Date of commencement of studies	October 2021		Academic year of realisation of subject		2021/2022		
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	Full-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 Anna Baj-Rogowska				
	Teachers		dr Anna Baj-Rogowska				
Lesson types and methods of instruction	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						
	Adresy na platformie eNauczanie: Informatyka w zarządzaniu - ZI st. stacjonarne, 2021-2022 - Moodle ID: 16362 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=16362						
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		6.0		39.0	75
Subject objectives	Solving business problem using IT tools.						
	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				[SW1] Assessment of factual knowledge [SW2] Assessment of knowledge contained in presentation		
	[K6_U09] obtains data for analysis and interpretation of results using information technology		The student knows how to use tools to analyze and process business data		[SU1] Assessment of task fulfilment [SU2] Assessment of ability to analyse information		

Subject contents	The syllabus is based on the guidelines ECDL-A EXCEL : 1. Streamline business tasks using Excel . 2. Basic operations on the data (import external data , sorting and filtering operations) 3. functions (mainly mathematical, textual, statistical, search and address). Nesting functions. 4. Advanced processing using a function . 5. Macros 6. Build applications in MS Excel. ACCESS : 1. Business Applications database applications 2. Create tables, define the types of data in fields, normalization of tables, linking tables, relationships, create tables dictionary. 3. Science constructing database queries . Querying view QBE . Select queries , summarizing , cross . 4. Queries functional (joiner, removing, creating tables). 5. Building applications using MS Access.		
Prerequisites and co-requisites	Basic knowledge of Windows operating system and MS Office		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Access colloquium	60.0%	40.0%
	Excel colloquium	60.0%	60.0%
Recommended reading	Basic literature	1.Microsoft Office Excel 2007, 77-602, Microsoft Official Academic Course 2007. 2.Microsoft Office Word 2007: Exam 77-601, Microsoft Official Academic Course, 2007.	
	Supplementary literature	1.MS Office Excel 2007 Data Analysis and Business Modeling, MS Press 2007.	
	eResources addresses	Informatyka w zarządzaniu - ZI st. stacjonarne, 2021-2022 - Moodle ID: 16362 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=16362	
Example issues/ example questions/ tasks being completed	Automation of a spreadsheet. The basic structure of the database.		
Work placement	Not applicable		