



Subject card

Subject name and code	ICT in Management, PG_00049701						
Field of study	Management						
Date of commencement of studies	October 2021	Academic year of realisation of subject			2022/2023		
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	2	Language of instruction			English		
Semester of study	4	ECTS credits			2.0		
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	mgr inż. Kamil Brodnicki					
	Teachers	mgr inż. Kamil Brodnicki mgr Jaromir Durkiewicz					
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						
ICT in management (summer 2022/2023) - Moodle ID: 29589 https://enauzanie.pg.edu.pl/moodle/course/view.php?id=29589							
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	4.0		16.0		50
Subject objectives	Acquiring the skill of solving managerial and economic problems by means of various IT tools.						
Learning outcomes	Course outcome	Subject outcome			Method of verification		
	[K6_W07] knows statistical and IT methods and tools that enable to obtain and present data on the organisation's resources	Student can identify a problem and elaborate a right way of solving it.			[SW1] Assessment of factual knowledge		
	[K6_U05] uses basic methods and tools to describe and analyse the organisation's environment	Student can analyse a problem and come to the right conclusions, supported by the use of relevant tools.			[SU2] Assessment of ability to analyse information [SU5] Assessment of ability to present the results of task [SU3] Assessment of ability to use knowledge gained from the subject [SU1] Assessment of task fulfilment [SU4] Assessment of ability to use methods and tools		
Subject contents	<ul style="list-style-type: none">• Excel - working with data• Excel - financial calculations• Excel - forms and macros• Excel - VBA programming• Databases - database design and creation, queries, introduction to MS Access• Synthesis and usage of the acquired knowledge in the context of problem solving• Exercises and tests						
Prerequisites and co-requisites	Computer literacy, knowledge of English, logical thinking, MS Excel, willingness to acquire new knowledge.						
Assessment methods and criteria	Subject passing criteria	Passing threshold			Percentage of the final grade		
	Test #1 + Test #2 + checks/quizzes during meetings	60.0%			100.0%		

Recommended reading	Basic literature	<ul style="list-style-type: none"> • Harvey, Excel 2019 All-in-one for Dummies, Wiley, 2018 • Alexander, Kusleika, Wilkenbach, Excel 2019 Bible, Wiley, 2018 • Ulrich, Cook, Access 2019 for Dummies, Wiley, 2018 • Alexander, Kusleika, Access 2019 Bible, Wiley, 2018
	Supplementary literature	Additional resources disclosed, meant to accompany particular topics.
	eResources addresses	
Example issues/ example questions/ tasks being completed	<p>Considering the contents of the business.xls file, please select all the right answers and only the right answers.</p> <ol style="list-style-type: none"> 1. Company A has the highest income. 2. Company B has the highest number of employees. 3. Company C has the highest loss. 	
Work placement	Not applicable	