



Subject card

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|--|--|--|---|---|--|------------|-----|
| 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 | dr inż. Kamil Brodnicki | | | | | |
| | Teachers | dr 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 | | | | | | | |
| 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% | | |

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| 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 | Adresy na platformie eNauczenie: ICT in management (summer 2022/2023) - Moodle ID: 29589 https://enauczenie.pg.edu.pl/moodle/course/view.php?id=29589 |
| 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 | |