



## Subject card

Subject name and code	Computer Science in Management, PG_00044151						
Field of study	Engineering Management						
Date of commencement of studies	October 2022	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	Part-time studies (on-line)	Mode of delivery			blended-learning		
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	16.0	0.0	0.0	16
	E-learning hours included: 12.0 INFORMATYKA W ZARZĄDZANIU - KURS ON-LINE (ZI, 2022-2023) - Moodle ID: 24301 <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=24301">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=24301</a>						
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	<p>A set of exercises using the potential of a spreadsheet in company management.</p> <p>I. EXCEL:</p> <ol style="list-style-type: none"> <li>1. Improving business tasks using IT applications.</li> <li>2. Importing external data, operations of data sorting and filtering, conditional formatting, pivot tables, and subtotals.</li> <li>3. Functions (mainly mathematical, text, statistics, search and address). Nesting functions.</li> <li>4. Advanced data analysis using functions.</li> <li>5. Macros and VBA.</li> <li>6. Building applications in Excel with the use of formants.</li> </ol>								
Prerequisites and co-requisites	Basic knowledge of operating systems (like Windows) and office application (i.e. MS Excel)								
Assessment methods and criteria	<table border="1" data-bbox="448 1135 1493 1205"> <thead> <tr> <th data-bbox="448 1135 799 1167">Subject passing criteria</th> <th data-bbox="804 1135 1142 1167">Passing threshold</th> <th data-bbox="1147 1135 1493 1167">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 1173 799 1205">Excel test</td> <td data-bbox="804 1173 1142 1205">60.0%</td> <td data-bbox="1147 1173 1493 1205">100.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Excel test	60.0%	100.0%
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Excel test	60.0%	100.0%							
Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. M. Alexander, R. Kusleika, J. Walkenbach, Excel 2019 PL. Biblia, Wydawnictwo Helion, 2021.</li> <li>2. J. Walkenbach, M. Alexander, Analiza i prezentacja danych w Microsoft Excel. Vademecum Walkenbacha, Wydawnictwo Helion, 2021.</li> <li>3. B. Jelen, Excel 2021 i Microsoft 365. Przetwarzanie danych za pomocą tabel przestawnych, Wydawnictwo Promise, 2022.</li> </ol>							

	Supplementary literature	<p>1. Kopertowska M., W. Sikorski W., Arkusze Kalkulacyjne, Poziom zaawansowany. Mikom Wydawnictwo Naukowe PWN.2. Cox J., Frye C., Lambert S., Preppenau J., Murray K., Microsoft Office 2007 wersja polska Krok po kroku, Microsoft Press, 2007.</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed	Using logical functions in Excel for reasoning based on data.	
Work placement	Not applicable	