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 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						

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 company management. I. EXCEL: 1. Improving business tasks using IT applications. 2. Importing external data, operations of data sorting and filtering, conditional formatting, pivot tables, and subtotals. 3. Functions (mainly mathematical, text, statistics, search and address). Nesting functions. 4. Advanced data analysis using functions. 5. Macros and VBA. 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
Excel test	60.0%	100.0%

Recommended reading	Basic literature	1. M. Alexander, R. Kusleika, J. Walkenbach, Excel 2019 PL. Biblia, Wydawnictwo Helion, 2021. 2. J. Walkenbach, M. Alexander, Analiza i prezentacja danych w Microsoft Excel. Vademecum Walkenbacha, Wydawnictwo Helion, 2021. 3. B. Jelen, Excel 2021 i Microsoft 365. Przetwarzanie danych za pomocą tabel przestawnych, Wydawnictwo Promise, 2022.

	Supplementary literature	1. Kopertowska M., W. Sikorski W., Arkusze Kalkulacyjne, Poziom zaawansowany. Mikom Wydawnictwo Naukowe PWN.2. Cox J., Frye C., Lambert S., Preppenrnau J., Murray K., Microsoft Office 2007 wersja polska Krok po kroku, Microsoft Press, 2007.
	eResources addresses	Adresy na platformie eNauczanie: INFORMATYKA W ZARZĄDZANIU - KURS ON-LINE (ZI, 2022-2023) - Moodle ID: 24301 https://enauczanie.pg.edu.pl/moodle/course/view.php?id=24301
Example issues/ example questions/ tasks being completed	Using logical functions in Excel for reasoning based on data.	
Work placement	Not applicable	