



## Subject card

Subject name and code	Computer Science in Management, PG_00040552						
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	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						
Informatyka w zarządzaniu - ZI st. stacjonarne, 2022-2023 - Moodle ID: 20760 <a href="https://enauczanie.pg.edu.pl/moodle/course/view.php?id=20760">https://enauczanie.pg.edu.pl/moodle/course/view.php?id=20760</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	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_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			[SU2] Assessment of ability to analyse information [SU1] Assessment of task fulfilment		
	[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				[SW2] Assessment of knowledge contained in presentation [SW1] Assessment of factual knowledge		

Subject contents	<p>The syllabus is based on the guidelines ECDL-A</p> <p>EXCEL :</p> <ol style="list-style-type: none"> <li>1. Streamline business tasks using Excel .</li> <li>2. Basic operations on the data (import external data , sorting and filtering operations )</li> <li>3. functions (mainly mathematical, textual, statistical, search and address). Nesting functions.</li> <li>4. Advanced processing using a function .</li> <li>5. Macros</li> <li>6. Build applications in MS Excel.</li> </ol> <p>ACCESS :</p> <ol style="list-style-type: none"> <li>1. Business Applications database applications</li> <li>2. Create tables, define the types of data in fields, normalization of tables, linking tables, relationships, create tables dictionary.</li> <li>3. Science constructing database queries . Querying view QBE . Select queries , summarizing , cross .</li> <li>4. Queries functional ( joiner, removing, creating tables ).</li> <li>5. Building applications using MS Access.</li> </ol>											
Prerequisites and co-requisites	Basic knowledge of Windows operating system and MS Office											
Assessment methods and criteria	<table border="1" data-bbox="448 712 1489 815"> <thead> <tr> <th data-bbox="448 712 794 745">Subject passing criteria</th> <th data-bbox="794 712 1141 745">Passing threshold</th> <th data-bbox="1141 712 1489 745">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 745 794 779">Excel colloquium</td> <td data-bbox="794 745 1141 779">60.0%</td> <td data-bbox="1141 745 1489 779">60.0%</td> </tr> <tr> <td data-bbox="448 779 794 815">Access colloquium</td> <td data-bbox="794 779 1141 815">60.0%</td> <td data-bbox="1141 779 1489 815">40.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	Excel colloquium	60.0%	60.0%	Access colloquium	60.0%	40.0%
Subject passing criteria	Passing threshold	Percentage of the final grade										
Excel colloquium	60.0%	60.0%										
Access colloquium	60.0%	40.0%										
Recommended reading	Basic literature	<p>1. Microsoft Office Excel 2007, 77-602, Microsoft Official Academic Course 2007.</p> <p>2. Microsoft Office Word 2007: Exam 77-601, Microsoft Official Academic Course, 2007.</p>										
	Supplementary literature	1. MS Office Excel 2007 Data Analysis and Business Modeling, MS Press 2007.										
	eResources addresses											
Example issues/ example questions/ tasks being completed	<p>Automation of a spreadsheet.</p> <p>The basic structure of the database.</p>											
Work placement	Not applicable											