



Subject card

Subject name and code	ICT IN MANAGEMENT, PG_00061187						
Field of study	Management						
Date of commencement of studies	October 2023	Academic year of realisation of subject				2024/2025	
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 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						
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		5.0		15.0	50
Subject objectives	Identifies sources of reliable information, performing their advanced analysis and using the results to evaluate and support management processes						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	[K6_W03] identifies reliable sources of information relevant to the analyzed issues		solves advanced problems by selecting reliable data relevant to the subject under study			[SW1] Assessment of factual knowledge	
	[K6_U07] uses information technology to improve data analysis and decision-making processes		creates useful applications using the MS Office package, improving critical analysis and evaluation of management processes			[SU3] Assessment of ability to use knowledge gained from the subject	
Subject contents	<p>EXCEL:</p> <p>Streamlining business tasks with the use of the Excel application</p> <p>Basic data operations (importing external data, sorting and filtering operations)</p> <p>Functions (mainly math, text, statistics, search and address). Nesting functions</p> <p>Advanced data processing using functions</p> <p>Macros</p> <p>Building applications in MS Excel</p> <p>ACCESS:</p> <p>Business applications of database applications</p> <p>Creating tables, specifying data types in fields, normalizing tables, connecting tables with relations, reating dictionary tables</p> <p>Learning to construct database queries. Creating queries in the QBE view. Select, summary, crosstab queries</p> <p>Functional queries (append, delete, make tables)</p> <p>Building applications using MS Access</p>						
Prerequisites and co-requisites							
Assessment methods and criteria	Subject passing criteria		Passing threshold			Percentage of the final grade	
	2 tests per semester		60.0%			100.0%	
Recommended reading	Basic literature		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	M. Alexander, Excel Dashboards & Reports For Dummies (For Dummies (Computer/Tech)) 4th Edition, 2022.
	eResources addresses	Adresy na platformie eNauzanie:
Example issues/ example questions/ tasks being completed	Based on the data analysis in the business.xls file, please mark all true and only true answers Company A has the highest revenue Company B has the most employees Company C has the biggest losses	
Work placement	Not applicable	

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