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	EXCEL: Streamlining business tasks with the use of the Excel application Basic data operations (importing external data, sorting and filtering operations) Functions (mainly math, text, statistics, search and address). Nesting functions Advanced data processing using functions Macros Building applications in MS Excel ACCESS: Business applications of database applications Creating tables, specifying data types in fields, normalizing tables, connecting tables with relations, reating dictionary tables Learning to construct database queries. Creating queries in the QBE view. Select, summary, crosstab queries Functional queries (append, delete, make tables) Building applications using MS Access
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, Wlkenbach, 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 eNauczanie:

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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