Subject card

Subject name and code	Information Technology in Management, PG_00068018
Field of study	

Date of commencement of studies	October 2025	Academic year of realisation of subject	2025/2026
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	2	ECTS credits	4.0
Learning profile	general academic profile	Assessment form	assessment

Conducting unit	Department Of Informatics In Management -> Faculty Of Management And Economics -> Wydziały Politechniki Gdańskiej
Name and surname of lecturer (lecturers)	Subject supervisor
	Teachers

Lesson types and methods of instruction	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	0.0	45.0	0.0	0.0	45
	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	45	5.0	50.0	100

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_U03] collaborates with others in solving interdisciplinary problems.	is able to collaborate with professionals from various departments and disciplines in designing and implementing IT solutions that support management processes	[SU5] Assessment of ability to present the results of task [SU1] Assessment of task fulfilment
	[K6_K02] is prepared to make competent and ethical decisions to create and maintain economic, social, and environmental values, demonstrating entrepreneurial actions.	makes informed and ethical decisions related to the implementation of IT in management	[SK5] Assessment of ability to solve problems that arise in practice

Subject contents	BPMN: application of notation in organization modeling, process optimization 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
Prerequisites and co-requisites	

Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Final work covering the components of individual laboratories	60.0%	100.0%

Recommended reading	Basic literature	Walkenbach J., Excel 2013 PL. Biblia, Helion Cox J., Microsoft Office 2010 dla użytkowników domowych i uczniów. Krok po kroku, RM 2010 Drejewicz Sz. Zrozumieć BPMN. Modelowanie procesów biznesowych. Wydanie 2 rozszerzone, Helion 2017 Wrotek W., Excel 2010 PL. Rozwiązywanie problemów dla każdego, Helion 2010
	Supplementary literature	Walkenbach J., Excel 2013 PL. Biblia, Helion Cox J., Microsoft Office 2010 dla użytkowników domowych i uczniów. Krok po kroku, RM 2010 Drejewicz Sz. Zrozumieć BPMN. Modelowanie procesów biznesowych. Wydanie 2 rozszerzone, Helion 2017 Wrotek W., Excel 2010 PL. Rozwiązywanie problemów dla każdego, Helion 2010
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed	Automation of spreadsheet activities	
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.