

Course title		Information Technologies						ECTS code		04.2.EM.OL.787		
								ECTS credits		4		
Name of unit administrating study		ITiHM		Field of study		MSG**		Field of specialisation		IB;		
Teaching staff		Olga Dębicka, PhD ; Michał Laskowski, MSc ; Michał Żynda, MSc.										
Number of hours												
Lectures	15	Classes	0	Tutorials	0	Laboratory	15	Seminars	0	Language classes	0	
Forma aktywności							Year&Type of studies*		1 SS1,			
Hours with the participation of the academic teacher (including office hours, exams, others):							Semester:		2,			
Hours without the participation of the academic teacher (student's self-study, homeworks):							Type of course:		obligatory			
Total number of hours:							0		Language of instruction:		English	
Teaching form	in-class learning											
Teaching methods	Lectures including multimodal presentations, Activating methods in training classes, Work in computer laboratories,											
Prerequisites (required courses and introductory requirements)												
Required courses	There are no prerequisite requirements.											
Introductory requirements	General knowledge on computer science.											
Assessment method, forms and criteria												
Assessment method	Exam											
Assessment criteria	Test: 23-24: 5,0; 20-22: 4,5; 18-19: 4,0; 16-17: 3,5; 13-15pkt.:3,0; 12-0 pkt.: 2,0.											
Course objectives												
The aim of this subject is to improve students knowledge about IT.												
Learning outcomes												
Knowledge	MSG1_W08	Student knows tools and techniques of data acquisition, transformation and calculation, which allow to describe and analyze the economic activities of companies on the international market, the internal and external processes and occurring between them, and supporting processes of decision-making.										
Verification of learning outcomes - Knowledge												
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project	
MSG1_W08	X				X			X				
Skills	MSG1_U06	Student will be able to use basic computer programs in data acquisition and data analysis, needed at work.										
	MSG1_U08	Student uses basic methods and tools, including computer tools and techniques to acquire data, and marketing tools to diagnose economic processes and takes up correct business decisions basing on them										
	MSG1_U10	Student uses basic software to acquire and analyze data necessary for professional work										
Verification of learning outcomes - Skills												
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project	
MSG1_U06								X				

MSG1_U08								X			
MSG1_U10	X							X			

Attitudes	MSG1_K02	Students can work in a team, including undertaking different roles, has a rudimentary organizational skills that allow the achievement of goals relating to undertaking and realization of necessary professional actions.									
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Verification of learning outcomes - Attitudes

Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
MSG1_K02								X			

Course contents

1. Effective use of the internet as a source of information (2 hours)
 - use email and the internet to gather and communicate information
 - perform searches using a single criterion
 - refine searches using more advanced search techniques
2. Interrogate, manipulate and present data using a data handling system (2 hours)
 - use database facilities to manipulate data to solve problems
 - how to define an appropriate database record structure
 - how to enter and amend data in a database
3. Create and edit the contents, appearance and layout of documents (2 hours)
 - use of word processing facilities to prepare documents
 - enter and edit data from different sources
 - ensuring the accuracy of the text
4. Create, manipulate, test, interrogate and present data using a spreadsheet model (6 hours)
 - use a spreadsheet to create and test a data model
 - perform searches using a single criterion and using multiple criteria, with different data types
 - adjust the display features in a spreadsheet
 - produce a graph or chart from the spreadsheet model
 - a spreadsheet for accountants: mapping tables
5. Create, control and output information from a presentation (2 hours)
 - preparing a professional presentation
 - use a master slide to place objects and set styles
 - create presentation slides, including text, images, charts, animations and transitions
 - create notes for the presenter and audience

Recommended reading lists
Basic literature:

Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, *Microsoft® Office Professional 2013 Step by Step*, Published with the authorization of Microsoft Corporation by O'Reilly Media, 2014

Sherman J. , *Information technology*, 2009,

Complementary literature:



Dębicka O., *Benefits of IT investment in organizations*, International Journal of Emerging and Transition Ecooies, Vol. 2, Number 2, Year 2009,
Dębicka O., *The challenge of IT investments in the "New Economy"* [in] “Dilemmas and problems of globalization", UG 2007.
Dębicka O., *"Business value of electronic commerce"*, [w:] *Development and functioning of enterprises in global and changing environment*, pod red. J. Kujawy i O. Dębickiej, Gdańsk 2010
Dębicka O., *The value of social media in marketing* (w:) *Contemporary Issues in Economy. After the crisis*, red. A. P. Balcerzak, Polish Economic Society Branch, Toruń 2011
Dębicka O., *“IT solution in building an effective purchase organization - a Polish case"* [w:] *Regional Managemet. Theory, Practice and Development*, Żylna 2012
Dębicka O., *“Adapting cloud solution in Management Information Systems"* [w:] *Management Trends in Theory and Practice*, Żylna 2013.

Contact

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* SS1- undergraduate studies * SS2 - graduate studies * SDang - doctoral studies
** MSG - International Economic Relations