

Subject card

Subject name and code	Information Technologies, PG_00083511						
Field of study	Economics						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			1.0		
Learning profile	academic	Assessment form			credit		
Conducting unit	Division of Electronic Economy -> Department of Maritime Transport and Seaborne Trade -> Faculty of Economics -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Adam Borodo				
	Teachers		mgr Jagoda Włodarska				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	8.0	0.0	0.0	0.0	8
	E-learning hours included: 0.0						
	Additional information: Work in the computer lab.						
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	8		0.0		0.0	8
Subject objectives	The aim of the course is to familiarize students (from both theoretical and practical perspectives) with the capabilities of contemporary IT tools used in the economy.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[EKONL3_U12] can independently plan and implement own lifelong learning	The student is able to independently acquire knowledge on the use of computer programs.	[SU4] test/exam - oral or written
	[EKONL3_U10] has the ability to prepare oral presentations, in Polish and in a foreign language, on economic and social issues, using specialist terminology, theoretical approaches, principles of collecting various sources of data, their description and interpretation, and making inferences from scientific literature, and is able to take an active part in a debate	The student is able to use basic computer programs for data acquisition and analysis, which are essential in professional work.	[SU4] test/exam - oral or written
	[EKONL3_U09] is able to prepare written work, in Polish and in a foreign language, on specific economic and social issues, using specialist terminology, theoretical and methodological approaches, principles of collecting data from various sources, their description and interpretation, making inferences based on scientific literature and factual data, and making international comparisons	The student is able to use basic computer programs for data acquisition and analysis, which are essential in professional work.	[SU4] test/exam - oral or written
	[EKONL3_W06] knows in depth of selected methods and tools, including statistical and econometric techniques, for describing economic agents and structures as well as social institutions and the processes taking place in them	The student knows basic methods and tools, including IT tools and data acquisition techniques, which allow for describing and analyzing economic entities operating in the international market, as well as the processes and phenomena occurring within and between them, and also supporting decision-making processes.	[SW4] test/exam - oral or written
[EKONL3_K01] recognises the importance of economic knowledge in identifying and solving economic problems and of consulting experts when difficulties in solving them independently	The student is able to communicate with the economic environment using advanced information technology tools.	[SK4] test/exam - oral or written	
Subject contents	1. Basic Information Technology Issues - Description of basic functions of a personal computer, - Characteristics of the operating system, - Application and utilization of information technology tools in the economy, - Law and security in information technologies.2. Spreadsheets (MS Excel) - Principles of spreadsheet operation, - Functions of spreadsheets, - Formatting and expanding spreadsheets, - Standard mathematical, logical, and built-in options, - Importing objects into spreadsheets, creating charts and tables.3. Word Processing (MS Word) - Characteristics of word processors, - Principles of text creation, description of formatting methods, - Description of table creation, inserting drawings and images, - Importing other objects, - Mail merge.4. Multimedia Presentations (MS PowerPoint) - Principles of creating multimedia presentations, - Key guidelines for formatting presentations for distribution and display, - Special effects, - Creation of charts and tables.5. Information and Communication - Principles of searching for information on the Internet, - Recording of searched information, - Creating reports from search results, - Principles of attaching files to emails, creating and managing folders with messages.		
Prerequisites and co-requisites	Basic knowledge of computer science.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Here's the translation: Quiz, 30 questions - 30 points.	51.0%	100.0%
Recommended reading	Basic literature	1. Masłowski K., Excel 2019. Cwiczenia praktyczne, Wydawnictwo Helion, 2019. 2. Wołk K., Microsoft Office 2019 oraz 365 od podstaw (ebook), Wydawnictwo Psychoskok, 2019. 3. Jaronicki A., ABC MS Office 2016, Wydawnictwo Helion, 2016. 4. Wrotek W., Office 2019 PL. Kurs, Wydawnictwo Helion, 2019.	

	Supplementary literature	<p>1. Alexander M., Analizy Business Intelligence. Zaawansowane wykorzystanie Excel, Wydawnictwo Hellon, 2019.</p> <p>2. Borodo A., Dopierała Ł., Znaczenie wymiany kryptograficznej Bitcoin jako środka wymiany, (w:) Współczesna Gospodarka/on-line/, 2014, Vol. 5, nr 2.</p> <p>3. Debicka O., Borodo A., Wykorzystanie modelu SaaS w budowie sklepów internetowych w Polsce, (w:) Wyzwania społeczeństwa informacyjnego, InfoGlobMar 2015, red. K. Kreft, Uniwersytet Gdanski, 2015.</p> <p>4. Debicka O., Borodo A., Winiarski J., Ochrona danych osobowych w branży E-Commerce w Polsce, Zeszyty Naukowe Uniwersytetu Gdanskiego, 2017, nr 1.</p>
	eResources addresses	
Example issues/ example questions/ tasks being completed	Can MS Excel fetch external data? In which cities are the branches of the company located from the source file from the following regions: Southern, Eastern, and Western (database20)? Can an MS Office file be opened by multiple users at the same time?	
Work placement	Not applicable	

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