

**Subject card**

<b>Subject name and code</b>	Information Technologies, PG_00083631						
<b>Field of study</b>	Economics						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	2	<b>ECTS credits</b>			1.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Division of Electronic Economy -> Department of Maritime Transport and Seaborne Trade -> Faculty of Economics -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Adam Borodo				
	<b>Teachers</b>		dr Adam Borodo mgr Jagoda Włodarska mgr Paweł Smoliński				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	15		0.0		0.0	15
<b>Subject objectives</b>	The aim of the course is to acquaint students (from both theoretical and practical perspectives) with the capabilities of modern IT tools used in the economy.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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, essential for professional work.	[SU4] 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 business environment using advanced information technology tools.	[SK4] test/exam - oral or written
	[EKONL3_W06] have an advanced knowledge 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 the basic methods and tools, including IT tools and data acquisition techniques, which allow for the description and analysis of economic entities operating in the international market and the processes and phenomena occurring within and between them, as well as supporting decision-making processes.	[SW4] test/exam - oral or written
	[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_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, essential for professional work.	[SU4] test/exam - oral or written
Subject contents	<p>1. Basic Concepts of Information Technology</p> <ul style="list-style-type: none"> <li>- description of basic functions of a personal computer</li> <li>- characteristics of an operating system</li> <li>- application and use of information technology tools in the economy</li> <li>- law and security in information technologies</li> </ul> <p>2. Spreadsheets (MS Excel)</p> <ul style="list-style-type: none"> <li>- principles of spreadsheet operation</li> <li>- spreadsheet functions- formatting and expanding spreadsheets</li> <li>- standard mathematical, logical, and built-in options</li> <li>- importing objects into spreadsheets, creating charts and tables</li> </ul> <p>3. Text Editing (MS Word)</p> <ul style="list-style-type: none"> <li>- characteristics of text editors</li> <li>- principles of creating text, description of formatting methods</li> <li>- description of creating tables, inserting drawings and images</li> <li>- importing other objects</li> <li>- mail merge</li> </ul> <p>4. Multimedia Presentations (MS PowerPoint)</p> <ul style="list-style-type: none"> <li>- principles of creating multimedia presentations</li> <li>- key guidelines for formatting presentations for distribution and display</li> <li>- special effects</li> <li>- creation of charts and tables</li> </ul> <p>5. Information and Communication</p> <ul style="list-style-type: none"> <li>- principles of searching for information on the Internet</li> <li>- recording searched information</li> <li>- creating reports from search results</li> <li>- principles of attaching files to emails, creating and managing folders with messages</li> </ul>		
Prerequisites and co-requisites	Basic knowledge in the field of computer science.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Test, 30 questions - 30 points.	51.0%	100.0%

Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. Maslowski K., <i>Excel 2019: Practical exercises</i>, Helion Publishing House, 2019.</li> <li>2. Wolk K., <i>Microsoft Office 2019 and 365 from scratch</i> (ebook), Psychoskok Publishing House, 2019.</li> <li>3. Jaronicki A., <i>ABC MS Office 2016</i>, Helion Publishing House, 2016.</li> <li>4. Wrotek W., <i>Office 2019 PL. Course</i>, Helion Publishing House, 2019.</li> </ol>
	Supplementary literature	<ol style="list-style-type: none"> <li>1. Alexander M., <i>Business Intelligence Analytics. Advanced use of Excel</i>, Helion Publishing House, 2019.</li> <li>2. Borodo A., Dopierała Ł., <i>Importance of Bitcoin cryptocurrency exchange as a means of exchange</i>, (in:) <i>Contemporary Economy/online/</i>, 2014, Vol. 5, No. 2.</li> <li>3. Dębicka O., Borodo A., <i>Use of the SaaS model in the construction of online stores in Poland</i>, (in:) <i>Challenges of the Information Society, InfoGlobMar 2015</i>, ed. K. Kreft, University of Gdansk, 2015.</li> <li>4. Dębicka O., Borodo A., Winiarski J., <i>Personal data protection in the E-Commerce industry in Poland</i>, <i>Zeszyty Naukowe Uniwersytetu Gdańskiego</i>, 2017, no. 1.</li> </ol>
	eResources addresses	<p>Adresy na platformie eNauczenie:</p> <p>Technologie Informacyjne r.a. 2024/2025 (w,ćw) Ekonomia - Moodle ID: 12871</p> <p><a href="https://mdl.ug.edu.pl/course/view.php?id=12871">https://mdl.ug.edu.pl/course/view.php?id=12871</a></p>
Example issues/ example questions/ tasks being completed	<p>Can MS Excel import external data?</p> <p>In which cities are the company's branches located according to the source file from the regions: Southern, Eastern, and Western (baza20)?</p> <p>Can MS Office file be opened by multiple users at the same time?</p>	
Work placement	Not applicable	

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