

**Subject card**

<b>Subject name and code</b>	Information Technologies, PG_00101859						
<b>Field of study</b>	International Economic Relations						
<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>		mgr Paweł Smoliński dr Aleksandra Aziewicz				
<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						
	Additional information:  Work in the computer lab.						
<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 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
	[MSGL3_W10] knows selected methods and tools, including IT tools and data acquisition techniques, which make it possible to describe and analyse economic entities operating on the international market; knows the processes and phenomena occurring in them and between them, and processes supporting decision-making	The student knows basic methods and tools, including IT tools and data acquisition techniques, that allow for describing and analyzing 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
	[MSGL3_U16] can plan and implement his/her own lifelong learning, expand and improve his/her acquired knowledge and economic skills; is open to new ideas and techniques; is willing to learn using any method, and has a tendency to interact with other participants of the learning process	The student is able to use information technology tools in practice.	[SU4] test/exam - oral or written
	[MSGL3_K01] is ready to recognise the importance of knowledge in the field of economics in the process of identifying and solving economic problems and to consult experts in case of 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
	[MSGL3_U12] can prepare written assignments concerning detailed problems of international economic relations (in connection with the chosen speciality within International Economic Relations), using specialist terminology, theoretical and methodological approaches, principles of collecting data from various sources, their description and interpretation, principles of formulating research theses, drawing conclusions on the basis of scientific literature and factual data, and making international comparisons	The student is able to independently acquire knowledge on the use of computer programs.	[SU4] test/exam - oral or written
	[MSGL3_U08] uses basic methods and computer programmes as well as marketing techniques and tools to acquire and analyse data necessary in his/her professional work to diagnose economic processes and make adequate economic decisions	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
	[MSGL3_U13] can prepare presentations and oral speeches on selected specific problems concerning international economic relations (in connection with the chosen speciality within International Economic Relations), using basic theoretical approaches, specialist terminology, principles of collecting data from various sources, their description and interpretation, and drawing conclusions based on scientific literature	The student uses information technology techniques for processing information, including editing, analyzing, and visualizing data.	[SU4] test/exam - oral or written

Subject contents	<p>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.</p>		
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: The quiz is a multiple-choice test (40 questions - 40 points).	51.0%	100.0%
Recommended reading	Basic literature	<ol style="list-style-type: none"> <li>1. Maślowski K., Excel 2019. Cwiczenia praktyczne, Wydawnictwo Helion, 2019.</li> <li>2. Wołk K., Microsoft Office 2019 oraz 365 od podstaw (ebook), Wydawnictwo Psychoskok, 2019.</li> <li>3. Jaronicki A., ABC MS Office 2016, Wydawnictwo Helion, 2016.</li> <li>4. Wrotek W., Office 2019 PL. Kurs, Wydawnictwo Helion, 2019.</li> </ol>	
	Supplementary literature	<ol style="list-style-type: none"> <li>1. Alexander M., Analizy Business Intelligence. Zaawansowane wykorzystanie Excel, Wydawnictwo Helion, 2019.</li> <li>2. Borodo A., Dopierała Ł., Znaczenie wymiany kryptograficznej Bitcoin jako środka wymiany, (w:) Współczesna Gospodarka/online/, 2014, Vol. 5, nr 2.</li> <li>3. Debicka O., Borodo A., Wykorzystanie modelu SaaS w budowie sklepów internetowych w Polsce, (w:) Wyzwania społeczeństwa informacyjnego, InfoGlobMar 2015, red. K. Kreft, Uniwersytet Gdański, 2015.</li> <li>4. Debicka O., Borodo A., Winiarski J., Ochrona danych osobowych w branży E-Commerce w Polsce, Zeszyty Naukowe Uniwersytetu Gdańskiego, 2017, nr 1.</li> </ol>	
	eResources addresses	<p>Adresy na platformie eNauczanie:  Technologie Informacyjne r.a. 2024/2025 (w,ćw) MSG - Moodle ID: 12877  <a href="https://mdl.ug.edu.pl/course/view.php?id=12877">https://mdl.ug.edu.pl/course/view.php?id=12877</a></p>	
Example issues/ example questions/ tasks being completed	<ul style="list-style-type: none"> <li>• Can MS Excel fetch external data?</li> <li>• In which cities are the company branches located from the source file in the following regions: Southern, Eastern, and Western (database20)?</li> <li>• Can an MS Office file be opened by multiple users at the same time?</li> </ul>		
Work placement	Not applicable		

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