

Subject card

Subject name and code	Information Technologies, PG_00156896						
Field of study	Finance and Accounting						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2024/2025		
Education level	undergraduate 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		English		
Semester of study	1		ECTS credits		3.0		
Learning profile	academic		Assessment form				
Conducting unit	Katedra Informatyki Ekonomicznej -> Faculty of Management						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Jacek Maślankowski				
	Teachers		mgr inż. Dawid Jereczek				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	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	30		10.0		35.0	75
Subject objectives	Prepare students to have knowledge on methods for data processing and analysing. Make students familiar with office suites applications to process and analyse the data. Prepare students to work with new methods of data acquisition.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FiRL3_U02] The student can acquire data from various sources to analyze specific economic processes and phenomena related to finance. Is able to use information technologies.	Know how to use IT tools to analyse and process the data. Can write scripts for data processing and analysis.	[SU5] implementation of a problem task
	[FiRL3_W07] The student has advanced knowledge of norms and rules (legal, organizational, moral and ethical) in finance and accounting. Knows and understands the concepts and principles of industrial property protection and copyright law.	Have knowledge on possible data analysis and processing applications. Knows methods of creating relational databases.	[SW5] implementation of a problem task
	[FiRL3_U03] The student can properly analyse the causes, course and effects of specific processes and phenomena in finance and accounting, using advanced theories and relevant social sciences methods. Can identify stakeholders of processes and phenomena from the disciplines of management and quality sciences and economics and finance.	Know how to use IT tools to analyse and process the data. Can write scripts for data processing and analysis.	[SU5] implementation of a problem task
	[FiRL3_W06] The student has advanced knowledge of methods and tools, including data acquisition and analysis techniques, appropriate to management science and quality, which allow describing economic structures and institutions and the processes within and between them.	Have knowledge on possible data analysis and processing applications. Knows methods of creating relational databases.	[SW5] implementation of a problem task
Subject contents	Advanced methods of data processing and analysis in MS Excel (functions, queries, forms, VBA). - Working with forms - Data types and tables formatting - Working with charts - Charts formatting and disseminating - Presentation and reports Relational databases in MS Access - tables, data storage, aggregates and queries. - Creating data tables - Preparing reports New methods of data acquisition		
Prerequisites and co-requisites	Familiarity with MS Office, LibreOffice or similar office suites.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Colloquium - exercises	50.01%	100.0%

Recommended reading	Basic literature	Alexander M., Kusleika R., Walkenbach J., Excel 2016 Power Programming with VBA, John Wiley & Sons Inc 2016 Alexander M., Kusleika R., Access 2016 Bible, John Wiley 2015
	Supplementary literature	Buchnowska D., Kokpity menedżerskie w analizie i prezentacji danych biznesowych z wykorzystaniem MS Excel 2016, Wyd. WZ UG, 2016
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed	Create a Loan Repayment Plan Create an Organization Business Plan	
Work placement	Not applicable	

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