

Subject card

Subject name and code	Information Technologies, PG_00169886						
Field of study	Economics						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study		
Mode of study	full-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		dr Adam Borodo mgr Daniil Poliakov				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
	eNauczanie source addresses: Moodle ID: 13670 EK Technologie Informacyjne r.a. 2025/2026 (w,ćw) https://mdl.ug.edu.pl/course/view.php?id=13670						
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	15		5.0		5.0	25
Subject objectives	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.	[SU1] oral statement/conversation/discussion [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.	[SU1] oral statement/conversation/discussion [SU4] 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_W06] has 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_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

Subject contents	1. Basic Concepts of Information Technology - description of basic functions of a personal computer - characteristics of an operating system - application and use of information technology tools in the economy - law and security in information technologies 2. Spreadsheets (MS Excel) - principles of spreadsheet operation - spreadsheet functions- formatting and expanding spreadsheets - standard mathematical, logical, and built-in options - importing objects into spreadsheets, creating charts and tables 3. Text Editing (MS Word) - characteristics of text editors - principles of creating text, description of formatting methods - description of creating tables, 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 searched information - creating reports from search results - principles of attaching files to emails, creating and managing folders with messages In order to develop the concepts discussed during the lectures, students can take advantage of consultations.		
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	1. Maslowski K., <i>Excel 2019: Practical exercises</i>, Helion Publishing House, 2019. 2. Wolk K., <i>Microsoft Office 2019 and 365 from scratch</i> (ebook), Psychoskok Publishing House, 2019. 3. Jaronicki A., <i>ABC MS Office 2016</i>, Helion Publishing House, 2016. 4. Wrotek W., <i>Office 2019 PL. Course</i>, Helion Publishing House, 2019.	
	Supplementary literature	1. Alexander M., <i>Business Intelligence Analytics. Advanced use of Excel</i>, Helion Publishing House, 2019. 2. Borodo A., Dopierała Ł., <i>Importance of Bitcoin cryptocurrency exchange as a means of exchange</i>, (in:) Contemporary Economy/online/, 2014, Vol. 5, No. 2. 3. Dębicka O., Borodo A., <i>Use of the SaaS model in the construction of online stores in Poland</i>, (in:) Challenges of the Information Society, InfoGlobMar 2015, ed. K. Kreft, University of Gdansk, 2015. 4 Dębicka O., Borodo A., Winiarski J., <i>Personal data protection in the E-Commerce industry in Poland</i>, Zeszyty Naukowe Uniwersytetu Gdańskiego, 2017, no. 1.	
	eResources addresses		
Example issues/ example questions/ tasks being completed	Can MS Excel import external data? In which cities are the company's branches located according to the source file from the regions: Southern, Eastern, and Western (baza20)? Can MS Office file be opened by multiple users at the same time?		
Work placement	Not applicable		

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