SYLLABUS academic year 2023/24Faculty of Economics University of Gdansk

Required courses There are no prerequisites (requirements.	Course title Information Technologies ECTS code 04.2.EM							I.OL.7	87						
Teaching staff Olga Debicka, PhD; Michał Laskowski, MSc; Michał Żynda, MSc. Number of hours															
Number of hours								'			on	IB;			
Lectures 15 Classes 0															
Forma aktywności Year&Type of studies* 1 SS1, Hours with the participation of the academic teacher (including 39 Semester: 2, Coffice hours, exams, others): Hours without the participation of the academic teacher (including 36 Type of course: obligatory (student's self-study, homeworks): 75 Language of instruction: Teaching form In-class learning															
Hours with the participation of the academic teacher (including office hours, exams, others): Total number of hours:	Lectures 15 CI				0	Labora	itory	ـــالـــــــال				Langu			0
office hours, exams, others): Hours without the participation of the academic teacher (student's self-study, homeworks): Total number of hours:															
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Teaching form in-class learning Teaching methods Lectures including multimodal presentations, Activating methods in training classes, Work in compulaboratories, Use of Statistica programme Prerequisites (required courses and introductory requirements) There are no prerequisite requirements. Introductory requirements General knowledge on computer science. Assessment method Exam Assessment criteria Test: 23-24: 5,0; 20-22: 4,5; 18-19: 4,0; 16-17: 3,5; 13-15pkt.:3,0; 12-0 pkt.: 2,0. Course objectives The aim of this subject is to improve students knowledge about IT. Data analysis with advanced tools in Statistica programme. Learning outcomes Knowledge MSG1_W08 Student knows tools and techniques of data acquisition, transformation and calculation which allow to describe and analyze the economic activities of companies on the international market, the internal and external processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Outcomes Skills MSG1_W08 X X X X X X X X X				lemic tea	cher		36	Type of course: obligatory				ory			
Teaching methods Lectures including multimodal presentations, Activating methods in training classes, Work in compulaboratories, Use of Statistica programme Prerequisites (required courses and introductory requirements) There are no prerequisite requirements. General knowledge on computer science. Seneral knowledge on computer science. Assessment method Exam Assessment criteria Test: 23-24: 5,0; 20-22: 4,5; 18-19: 4,0; 16-17: 3,5; 13-15pkt.:3,0; 12-0 pkt.: 2,0. Course objectives The aim of this subject is to improve students knowledge about IT. Data analysis with advanced tools in Statistica programme. Knowledge MSG1_W08 Student knows tools and techniques of data acquisition, transformation and calculation which allow to describe and analyze the economic activities of companies on the international market, the internal and external processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Outcomes Skills MSG1_W08 X Skills MSG1_U08 Student will be able to use basic computer programs in data acquisition and data analysis, needed at work. MSG1_U08 Student uses basic methods and tools, including computer tools and techniques to acquire data, and marketing tools to diagnose economic processes and takes up corre business decisions basing on them MSG1_U10 Student uses basic software to acquire and analyze data necessary for professional workering outcomes - Skills	Total number of hou	rs:					75					English			
Perequisites (required courses and introductory requirements) Required courses	Teaching form	in-class	learning												
Required courses There are no prerequisite requirements.															
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Assessment method Exam Exam Test: 23-24: 5,0; 20-22: 4,5; 18-19: 4,0; 16-17: 3,5; 13-15pkt.:3,0; 12-0 pkt.: 2,0. Course objectives The aim of this subject is to improve students knowledge about IT. Data analysis with advanced tools in Statistica programme. Course objectives Learning outcomes	Required courses	There ar	e no prer	equisite r	requiremen	nts.									
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Assessment criteria Test: 23-24: 5,0; 20-22: 4,5; 18-19: 4,0; 16-17: 3,5; 13-15pkt.:3,0; 12-0 pkt.: 2,0. Course objectives The aim of this subject is to improve students knowledge about IT. Data analysis with advanced tools in Statistica programme. Learning outcomes Knowledge MSG1_W08 Student knows tools and techniques of data acquisition, transformation and calculation which allow to describe and analyze the economic activities of companies on the international market, the internal and external processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Verification of learning outcomes - Knowledge MSG1_W08 X MSG1_W08 X MSG1_W08 X Skills MSG1_U06 Student will be able to use basic computer programs in data acquisition and data analysis, needed at work. MSG1_U08 Student uses basic methods and tools, including computer tools and techniques to acquire data, and marketing tools to diagnose economic processes and takes up correbusiness decisions basing on them Werification of learning outcomes - Skills				Assessr	ment meth	od, for	ms and cri	teria							
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The aim of this subject is to improve students knowledge about IT. Data analysis with advanced tools in Statistica programme. Learning outcomes	Assessment criteria	a Test: 23	3-24: 5,0	; 20-22:	4,5; 18-19	: 4,0;	16-17: 3,5	; 13-15p	kt.:3	,0; 12	2-0 pk	kt.: 2	,0.		
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which allow to describe and analyze the economic activities of companies on the international market, the internal and external processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Use and analyze the economic activities of companies on the internal and external processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Use and analyze the economic processes and ocurring between them, and supporting processes of decision-making. Verification of learning outcomes - Knowledge Use and analyze the economic processes and ocurring between them, and supporting processes and ocurring between them,					Learnin	g outco	mes								
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MSG1_W08 X								<u> </u>							
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analysis, needed at work. MSG1_U08 Student uses basic methods and tools, including computer tools and techniques to acquire data, and marketing tools to diagnose economic processes and takes up correbusiness decisions basing on them MSG1_U10 Student uses basic software to acquire and analyze data necessary for professional work. Verification of learning outcomes - Skills	MSG1_W08	X				Х				Х					
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Verification of learning outcomes - Skills		MSG1_U	acquire data, and marketing tools to diagnose economic processes and takes up correct												
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	Outcomes	written	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom	activities	classroom	discussion	individual project	group	project

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MSG1_U06								Х			
MSG1_U08								X			
MSG1_U10	X							X			
Attitudes	MSG1_K02 Students can work in a team, including undertaking different roles, has a rudimentary organizational skills that allow the achievement of goals relating to undertaking and realization of necessary professional actions.										
Verification of learning outcomes - Attitudes											
Outcomes	written exam	oral exam	test	essay/paper /portfolio	tasks/ homeworks	individual presentation	group presentation	classroom activities	classroom discussion	individual project	group project
MSG1_K02								Х			

Course contents

- 1. Effective use of the internet as a source of information (2 hours)
 - use email and the internet to gather and communicate information
 - perform searches using a single criterion
 - refine searches using more advanced search techniques
- 2. Interrogate, manipulate and present data using a data handling system (2 hours)
 - use database facilities to manipulate data to solve problems
 - how to define an appropriate database record structure
 - how to enter and amend data in a database
 - use of Statistica programme in data analysis
- 3. Create and edit the contents, appearance and layout of documents (2 hours)
 - use of word processing facilities to prepare documents
 - enter and edit data from different sources
 - ensuring the accuracy of the text
- 4. Create, manipulate, test, interrogate and present data using a spreadsheet model (6 hours)
 - use a spreadsheet to create and test a data model
 - perform searches using a single criterion and using multiple criteria, with different data types
 - adjust the display features in a spreadsheet
 - produce a graph or chart from the spreadsheet model
 - a spreadsheet for accountants: mapping tables
- 5. Create, control and output information from a presentation (2 hours)
 - preparing a professional presentation
 - use a master slide to place objects and set styles
 - create presentation slides, including text, images, charts, animations and transitions
 - create notes for the presenter and audience

Recommend	ded rea	ding l	ists
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Basic literature:

Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch, *Microsoft*® *Office Professional 2013 Step by Step,* Published with the authorization of Microsoft Corporation by O'Reilly Media, 2014

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Sherman J., Information technology, 2009,

Complementary literature:

Dębicka O., Benefits of IT investment in organiztions, International Journal of Emerging and Transition Econoies, Vol. 2, Number 2, Year 2009,

Debicka O., The challenge of IT investments in the "New Economy" [in] " Dilemmas and problems of globalization", UG 2007.

Dębicka O., "Business value of electronic commerce", [w:] Development and functioning of enterprises in global and changing environment, pod red. J. Kujawy i O. Dębickiej, Gdańsk 2010

Dębicka O., The value of social media in marketing (w:) Contemporary Issues in Economy. After the crisis, red. A. P. Balcerzak, Polish Economic Society Branch, Toruń 2011

Debicka O., &Idquo;IT solution in building an effective purchase organization - a Polish case" [w:] Regional Managemet. Theory, Practice and Development, Zylina 2012

Debicka O., & Idquo; Adapting cloud solution in Management Information Systems" [w:] Management Trends in Theory and Practice, Żylina 2013.

Contact

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^{*} SS1- undergraduate studies * SS2 - graduate studies * SDang - doctoral studies

^{**} MSG - International Economic Relations