

1. Course information in compliance with the Study Programme of MANAGEMENT									
Course Name: Information Technology in Management							Course Code: C14		
Type of studies: Bachelor's Full-time / Part-time				Profile of education: PRACTICAL			Specialization scope: all		
Year: II Term: 3				Course /module status: obligatory / field course			Course / module language: English		
Type of classes	Lectures	Practical classes			Total	consultation	ECTS Credits		
		tutorials	laboratory classes	seminars			Classes with lecturer	Independent work of student	Total
Teaching Hours Full time studies	-	-	30	-	30	3	1,2	0,8	2
including practical classes	-	-	30	-	30	3	1,2	0,3	1,5
Teaching Hours Part time studies	-	-	20	-	20	2	0,8	1,2	2
including practical classes	-	-	20	-	20	2	0,8	0,7	1,5
Form of examination	Graded pass								
Course / module Coordinator	dr Wiktor Kurpiel								
Lecturers	dr Wiktor Kurpiel								
Priority effects of the item specified in the Senate resolution			Z_W02, Z_W05, Z_U02, Z_U05, Z_K01						
2. Lecturer tasks									
Course learning objectives:									
<p>The aim of the course is to acquire knowledge, skills and competences in the field of information and communication technologies and methods of their use in order to support various forms and aspects of management. Getting to know and efficiently use the Microsoft 365 application and service package. Getting to know software in the field of enterprise management support (ERP, HRM).</p>									

Subject code	Expected learning outcomes	Reference to learning outcomes for the field of Management
Knowledge		
W_01	The student knows and understands data processing processes in economic organizations with the use of IT tools and methods at an advanced level, as well as the theoretical basis of relations between organizations obtained with the use of IT tools. He knows the applications and services of the Microsoft 365 package, Orange HRM systems, vtiger CRM.	Z_W02
W_02	The student knows and understands in an advanced way the theoretical foundations of relations between organizations obtained with the use of IT tools and the use of IT systems used in international companies Orange HRM, vtiger CRM.	Z_W05
Skills		
U_01	The student can use the acquired knowledge about IT tools and methods to resolve dilemmas that arise in the professional work of a manager, and is also able to efficiently use the Microsoft 365 package at work.	Z_U02
U_02	The student able to analyze proposed solutions to specific problems in the field of management with the use of IT methods and tools, as well as use specialized software supporting management	Z_U05
Social competence		
K_01	The student is ready to cooperate and collaborate in a team, assuming various roles, including managerial functions, and supporting this work with an IT project management package.	Z_K01
Topics of particular classes with the number of hours		
<p style="text-align: center;">LABORATORY (Practical classes)</p> <p>As part of the laboratory exercises, the following skills are organized, expanded and skills are acquired in the following areas:</p> <ul style="list-style-type: none"> • the use of data collection and pre-treatment techniques; • data processing and analysis in order to obtain operational and management information; • presentation and interpretation of data analysis results; • IT support for project and resource management; • project and resource management with the use of graphic tools. <ol style="list-style-type: none"> 1. Microsoft Sway / PowerPoint - creating and sharing presentations – 6h/4h. 2. MS Word - preparation of documents with a complex structure – 6h/4h. 3. MS Excel - data analysis elements – 6h/4h. 4. Installation, configuration and use of specialized software used in the enterprise – 12h/8h. 		

Methods of teaching	Auditorium and laboratory classes, exercises with discussion, presentation of works and projects.				
Literature	Microsoft Excel Manual, University of Washington, https://adminfinance.umw.edu/tess/files/2013/06/Excel-Manual1.pdf				
Optional Literature	Wróblewski P., ABC Komputera, Helion, Gliwice 2021 R. Benson, T. Bugnitz, W. Walton, <i>From Business Strategy to IT Action. Right Decisions for a Better Bottom Line</i> , John Wiley & Sons, New Jersey 2004.				
3. Tasks and time of independent student work					
Tasks descriptions		Number of hours		ECTS Credits	
		Full-time	Part-time	Full-time	Part-time
The tasks of theoretical		12,5	12,5	0,5	0,5
Studying literature		5	5	0,5	0,5
Preparation for completing the course		5	5		
Studying technical documentation of specialized software in the field of IT in management		2,5	2,5		
The tasks shaping practical skills		7,5	17,5	0,3	0,7
Project preparation in MS-SWAY		1,5	5,5	0,3	0,7
Preparation of shared "complex documentation" - work in MS-WORD and MS-EXCEL applications		3	6		
Project preparation using HRM and CRM software		3	6		
TOTAL student workload in hours		20	30	0,8	1,2
4. Methods of verification and documentation of the learning outcomes assessment					
Symbol of learning outcomes	Methods of verification and documentation				
W_01, W_02	Positive evaluation of the prepared files and projects				
U_01	Positive evaluation of the prepared files and projects				
U_02	Positive evaluation of the prepared activities with the use of specialized software				
K_01	Positive evaluation of the prepared files and projects				

Basic criteria of assessment:

1. Presence at all classes.
2. Passing all classes planned for realization.
3. Absences resulting from random causes, and thus the lack of performed exercises, results in the need to make up for backlogs during consultations or with another exercise group.

The grade from the laboratory is the arithmetic mean of the positive grades from all the practical tasks listed

in the syllabus.

Assessment criteria:

up to 50% - insufficient

51% - 60% - satisfactory

61% - 70% - a sufficient plus

71% - 80% - good

81% - 90% - a good plus