#### card of course

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| Subject name | IT systems in management |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Mgr Monika Kłos |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 2 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | II |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | Providing knowledge about IT tools used in managing organizations. |
| C2 | Providing knowledge on how to use IT systems to improve organizational management. |
| C3 | Indicating the possibilities of implementing IT systems in management processes. |
| C4 | Identification of organizational resources |
| C5 | Acquiring skills in developing procedures for implementing an IT system into an organization's management strategy. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | Knows the IT systems used in modern organizations and their role in the processes taking place in the organization | Z1\_W08 | X |  | X |  |
| W2 | Knows the methods and principles of using IT systems to manage an organization. | X |  | X |  |
| W3 | Has knowledge of how to use information systems to improve organizational management. |  | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Is able to independently create a procedure for implementing an IT system into an organization's management strategy. | Z1\_U05  Z1\_U17 | X |  | X |  |
| U2 | Is able to indicate areas of the organization in which IT systems should be used and is able to effectively implement them into management practice. | X |  | X |  |
| U3 | Is able to identify and use selected IT tools that support the implementation of specific tasks in the organization. |  | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Is ready to seek new IT solutions for the organization. | Z1\_K04 | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of a lecture | Other | **ECTS points** |
| **ST** |  |  |  |  | 30 |  |  |  |  | 2 |
| **NST** |  |  |  |  | 10 |  |  |  |  | 2 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: LABORATORY

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | The Internet as a tool for communication, relationships, marketing, and a database of information and knowledge. Principles and practices of "surfing" the Net. | U1  U2  K1 | X |  | X |  |
| 2. | Installing and using office software. Basic management support functions. Writing letters and offers. Preparing multimedia presentations. | U1  U2  K1 | X |  | X |  |
| 3. | Installation and maintenance of software for the logistical support of the organization - warehouse management. | U1  U2  K1 | X |  | X |  |
| 4. | Installation and maintenance of software for accounting, billing, declarations and reports. | U1  U2  K1 | X |  | X |  |
| 5. | Basic definitions (management, computer science/computerization, ICT) that are a reference to the characteristics of a given organization. Searching for knowledge sources on the Web. | W1  W2 | X |  | X |  |
| 6. | Selection and implementation of an optimal IT system supporting management and work of individual areas of the enterprise. Legal aspects of copyright and image protection in relation to resources and sources. | W1  W2 | X |  | X |  |
| 7. | IT systems dedicated to office support and CRM. | W1  W2 | X |  | X |  |
| 8. | Summary of classes and discussion of grades. |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| --- | --- | --- | --- |
| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W2 | Multimedia presentation, thematic films, conversation | 1. Knowledge test – 40% of the final grade 2. Multimedia project (made in PowerPoint) constituting a commercial offer with an attached letter of intent regarding cooperation – 30% of the final grade 3. The task of developing procedures for implementing an IT system into the organization's management strategy, including indicating areas of the organization in which IT systems should be used - 30% of the final grade | About the valued test sheet  Assessed project and task |
| SKILLS | | | |
| U1-U3 | Solving tasks, individual work based on the presented materials, thematic films | 1. Knowledge test – 40% of the final grade 2. A multimedia project (made in PowerPoint) constituting a commercial offer with an attached letter of intent regarding cooperation – 30% of the final grade 3. The task of developing procedures for implementing an IT system into the organization's management strategy, including indicating areas of the organization in which IT systems should be used - 30% of the final grade | Graded Test Sheet  Assessed project and task |
| SOCIAL COMPETENCES | | | |
| K1 | Solving problem-solving tasks, performing exercises in a group (brainstorming) | 1. Knowledge test – 40% of the final grade 2. A multimedia project (made in PowerPoint) constituting a commercial offer with an attached letter of intent regarding cooperation – 30% of the final grade 3. The task of developing procedures for implementing an IT system into the organization's management strategy, including indicating areas of the organization in which IT systems should be used - 30% of the final grade | Graded Test Sheet  Assessed project and task |

3.6 . Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Information management / red. nauk. Bernard F. Kubiak, Antoni Korowicki. Gdańsk : Wydawnictwo Uniwersytetu Gdańskiego, 2005. - 495 s. : il. ; 24 cm.
2. J. Jurek, Wdrożenia informatycznych systemów zarządzania, Warszawa 2016.
3. P.H. Diamonds, S. Kotler, Przyszłość jest bliżej, niż nam się wydaje, Piotr Cypryański (przekł.), Poltext sp. z o.o., Warszawa 2021.

**Supplementary**

1. P. Bensel, Systemy i sieci komputerowe : podręcznik do nauki zawodu technik informatyk, Helion, Gliwice 2010.
2. K. Schwab, Czwarta rewolucja przemysłowa, Wydawnictwo Studio Emka, Warszawa 2018.

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **30** | **10** |
| Classes included in the study plan | 30 | 10 |
| **Student's own work** | **20** | **40** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 10 | 15 |
| Preparation for passing classes | 10 | 20 |
| **TOTAL STUDENT HOURLY LOAD** | **50** | **50** |
| **Number of ECTS points** | **2** | **2** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |