#### card of course

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| Subject name | Use of databases and presentation of content |

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 | 3 |
| 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 |
|
| C1 | To familiarize students with the definitions and concepts used in databases. |
| C2 | Acquiring practical skills in creating, cleaning and analyzing databases. |
| C3 | Acquiring practical skills in data imaging and presentation (database export and import) |

* 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 | What are databases and what are their types | Z1\_W08 | X |  | X |  |
| W2 | Database Components | X |  | X |  |
| W3 | Definitions related to creating and using databases | X |  | X |  |
| W4 | The essence of a database management system | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Create tables, forms, reports, queries and macros in the database | Z1\_U05 | X |  | X |  |
| U2 | Create relationships between database objects | X |  | X |  |
| U3 | Import data to database / export data from database | X |  | X |  |
| U4 | Prepare database documentation | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Creation of a comprehensive database | Z1\_K03 | X |  | X |  |
| K2 | Selecting appropriate objects to present the data contained in the database | X |  | X |  |
| K3 | Modifying the database and retrieving and manipulating data contained in the database | 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 ………………. | Other | **ECTS points** |
| **ST** |  |  |  |  | 30 |  |  |  |  | 3 |
| **NST** |  |  |  |  | 10 |  |  |  |  | 3 |

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. | Introduction to databases - what are databases, types, elements of databases | W1, W3, W4 | X |  | X |  |
| 2. | Understanding how Access works | W2 | X |  | X |  |
| 3. | Creating tables in the database | U1, K1 | X |  | X |  |
| 4. | Presentation of content contained in databases | U1, U3, U4, K1, K2, K3 | X |  | X |  |
| 5. | Database Relationships | U2, K1 | X |  | X |  |
| 6. | Passing the course, summarizing and discussing the results. |  | X |  | X |  |
| 7. | 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-W4 | Conversational lecture | Test – 26% of final grade | Graded Test Sheet |
| SKILLS | | | |
| U1-U4 | Solving tasks, working on a project | Tasks to complete:   1. Creating tables, forms, reports and database relationships – 25% of the final grade 2. Creating queries, macros – 12% of the final grade   Database project implementation - 37% of the final grade | Graded tasks, graded project |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Solving tasks, working on a project | Tasks to complete:   1. Creating tables, forms, reports and database relationships – 25% of the final grade 2. Creating queries, macros – 12% of the final grade   Database project implementation - 37% of the final grade | Graded tasks, graded project |

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. MS Office 2016 PL w biurze i nie tylko / Piotr Wróblewski. Gliwice : Helion, 2016
2. Microsoft® Access® 2019 PL : biblia / Michael Alexander, Richard Kusleika, przekł.: Radosław Meryk, Tomasz Walczak. Gliwice : Helion, 2019

**Supplementary**

1. Bazy danych / Mirosława Kopertowska-Tomczak. - Wyd. 1, 3 dodruk. Warszawa : Wydawnictwo Naukowe PWN, 2011

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** | **45** | **65** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 25 | 35 |
| Preparation for passing classes | 20 | 30 |
| **TOTAL STUDENT HOURLY LOAD** | **75** | **75** |
| **Number of ECTS points** | **3** | **3** |

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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 |