

Information Technology for Business

1. MODULE SUMMARY

Aims and Summary

This module aims to ensure that all students have the basic IT skills necessary for the business workplace. After completing the course, the students should know how to apply Microsoft Office and R.

Module Size and credits

ETCS points	5
Total student study hours	125
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2020/2021

Entry Requirements (pre-requisites and co-requisites)

None

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of an in-class exam worth 40% of the final mark

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

BA in Business Economics, Year 1

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

By the end of the course, students should be able to:

1. Manage their own file sources
2. Prepare and format text
3. Practise calculations and present its graphic results
4. Sketch simple databas
5. Practice work/project presentations
6. Operate effectively with different computer programs
7. Perform simple data analysis using R and report on the results

Indicative Content

1. Part I: Microsoft Word
 - 1.1. Formatting
 - 1.2. Tables of content and managing bibliography
 - 1.3. Formulas
2. Part II: Microsoft Excel
 - 2.1. Preparin databases in Microsoft Excel
 - 2.2. Graphical methods of representing data
 - 2.3. Logical and mathematical functions
 - 2.4. Financial analysis
 - 2.5. Visual Basic
3. Part III: Microsoft Power Point
4. Part IV: Introduction to R and R Studio
 - 4.1. R syntax and objects
 - 4.2. Loading data
 - 4.3. Functions
 - 4.4. Mathematics in R: Algebra, Calculus, Matrix algebra
 - 4.5. Loops and conditions
 - 4.6. Graphics in R
 - 4.7. Basic statistics and data presentation

Teaching and Learning

This module will be taught by means of workshops and self-directed study. Formative Assessment: Comments will be given on assessments and tutorial guidance will be provided for coursework and final exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self-guided	65 hours	(52%)
Workshop	60 hours	(48%)
Total	125 hours	(100%)

Method of Assessment (normally assessed as follows)

Final exam, 60%, will assess all learning outcomes

Coursework, 40%, composed of an in-class exam will assess all learning outcomes

Date of last amendment

30-01-2017

3. MODULE RESOURCES

Essential Reading

J. Walkenbach, H. Tyson, M.R. Groh, F. Wempen, L.A. Bucki, *Microsoft Office 2010, Bible*, Wiley Publishing Inc., 2011

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Mgr. Bauyrzhan Zhanuzakov/ dr. K. Beck

E-mail b.zhanuzakov@lazarski.edu.pl

Length and month of examination

120 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC 13 Feb 2017