

5. Information Technology for Business

1. Module Title	Information Technology for Business	2. Module Code	
3. Academic Year, Semester, Module Status	2021-2022 Fall semester, Full-time		
4. Aims and Learning Outcomes	The course will provide students with the practical ability to compose good style text, numeric and graphic elaboration of data, preparing presentations.		
Knowledge	Effect Code		Assessment
	Subject	Field	
1. Knowledge how to use MS Office tools to collect, analyse, and present data.		K_W10	Midterm exam
2. Ability to evaluate various interdisciplinary management concepts and issues related to information systems and technologies.		K_W10	Midterm exam
Skills	Effect Code		Assessment
	Subject	Field	
1. Demonstrate proficiency in the solving business problems using software applications.		K_U08	Project 1
2. Ability to use the tools available in MS Excel and MS PowerPoint to efficiently visualise the data and solve problems.		K_U08	Project 2
3. Assess the current role of information technology in an organization and explain how information technology relates to managing organizational goals, objectives, strategy, and structure.		K_U08	Project 1 Project 2
Social Competencies	Effect Code		Assessment
	Subject	Field	
1. Understand the impact of computing systems on people and management of the organization including privacy and ethical concerns.		K_K05	Project 1 Project 2 Midterm exam
2. Develop computer literacy skills to adapt to emerging technologies used in the global marketplace.		K_K02	Project 1 Project 2 Midterm exam
5. Module Coordinator	Name		E-mail
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6. Lecturer	Name		E-mail
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7. Module Level	Masters	Bachelors
		x
8. Year and Programme	Year	Programme
	1	BA in Management
9. Module Content		
#	Topics Discussed	Hours
Workshop		
1.	Microsoft Word Part 1: • User’s Interface • Creating Documents from Scratch • Saving, Sharing and Printing Documents • Editing Text • Basics of Formatting • Applying Styles and Themes • Review Tools • Protecting Document	<i>1.25 h each topic</i>
2.	Microsoft Word Part 2: • Referencing Tools • Hyperlinking • Creating Headings • Table of Contents • Working with Tables • Illustrating Document • Charts • Composing Equations	<i>15 h together</i>
3.	Microsoft Power Point Part 1: • User’s Interface • Working with Slides • Saving, Sharing and Printing Presentation • Creating Presentation from Scratch Using Existing Templates or Themes	
4.	Microsoft PowerPoint Part 2: • Applying Design to Presentation • Applying Animation and Transition Tools	
5.	Microsoft PowerPoint Part 3: • Adding Shapes, Diagrams, and Smart Art, Adding Video and Audio to Slides • Delivering Presentation	
6.	Microsoft Excel Part 1: • User’s Interface • Worksheet Essentials • Workbook Essentials • Importing Data • Basics of Calculation in Excel • Number Formatting • Saving, Sharing and Printing Documents • Protecting Document	
7.	Microsoft Excel Part 2: • Sorting and Filtering Data • Creating and Working with Smart Tables • Hyperlinks • Formulas and Functions • Using Functions • Correcting Common Formula Errors	
8.	Microsoft Excel Part 3: • Date and Time Functions • SUM, COUNT, and AVERAGE Functions • AND and OR Functions	
9.	Microsoft Excel Part 4: • Logical Functions • AND Function • OR Function • OR Function • IF Function • IFERROR Function	
10.	Microsoft Excel Part 5: • VLOOKUP AND HVLOOKUP Functions • MATCH Function • INDEX Function • Combination of INDEX and MATCH Functions • Data Validation	
11.	Microsoft Excel Part 6: • What-if Analysis • Data Visualization • Conditional Formatting • Charts	
12.	Microsoft Excel Part 7: • Creating and Working with Pivot Tables • Pivot Charts	
Computer Seminar		
1.	Workshop 1: Exercises on topics covered during the lecture 1	<i>2.5 h each topic</i>
2.	Workshop 2: Exercises on topics covered during the lecture 2	
3.	Workshop 3: Exercises on topics covered during the lecture 3	
4.	Workshop 4: Exercises on topics covered during the lecture 4	
5.	Workshop 5: Exercises on topics covered during the lecture 5	
6.	Workshop 6: Exercises on topics covered during the lecture 6	
7.	Workshop 7: Exercises on topics covered during the lecture 7	
8.	Workshop 8: Exercises on topics covered during the lecture 8	
9.	Workshop 9: Exercises on topics covered during the lecture 9	
10.	Workshop 10: Exercises on topics covered during the lecture 10	
11.	Workshop 11: Exercises on topics covered during the lecture 11	

12. Workshop 12: Exercises on topics covered during the lecture 12		30 h together	
10. Individual Student's Work			
#	Description	Hours	
	Covering required readings	10	
	Preparation for the project 1	20	
	Preparation for the project 2	20	
	Preparation for the midterm exam	15	
11. Assessment Methods	Coursework (100%): 1) project 1 (30%), 2) project 2 (30%), 3) midterm exam (40%).		
12. Assessment Criteria	In order to pass the course student should score at least grade 3.0 (50%) as the total grade for semester. Scoring translates into grades as follows: 50 - 59 points - grade 3 60 - 69 points - grade 3.5 70 - 79 points - grade 4 80 - 89 points - grade 4.5 90 - 98 points - grade 5 98-100 points - grade 5.5 In the case of exceptional student achievements, the lecturer can award a 5.5 mark with fewer points.		
13. ECTS Credits	5		
		Hours	ECTS
	Contact Hours		
	Workshop	15	0,6
	Computer Seminar	30	1,2
	Consultation	15	0,6
	Other Kind of Student's Activity		
	Individual Student's Work	65	2,6
	SUMM	125	5
14. Required Readings	1. Joan Lambert, Curtis Frye. <i>Microsoft Office 2019 Step by Step.</i> Microsoft Press, 1st edition (2018)		
15. Recommended Readings	1. John Walkenbach, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Bucki. <i>Office 2013 Bible.</i> Wiley, 4th edition (2013)		
16. Place where module is run	LU campus		
17. Other			