

**DESCRIPTION OF THE COURSE OF STUDY  
FOR EXCHANGE STUDENTS**

<b>Kod przedmiotu</b>	0413.4.ZARZ1.B/C18.PRZ	
<b>Name of the course in</b>	English	<i>Information Processes in Management</i> Procesy informacyjne w zarządzaniu
	Polish	

**1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES**

<b>1.1. Field of studies</b>	Management
<b>1.2. Form of studies</b>	Full Time / Part Time
<b>1.3. Level of studies</b>	I degree (Bachelor's Degree)
<b>1.4. Profile of studies</b>	Academic
<b>1.5. Person responsible for the card</b>	Joanna Łabędzka, PhD
<b>1.6. Kontakt</b>	joanna.labedzka@ujk.edu.pl

**2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY**

<b>2.1. Language</b>	English, Polish
<b>2.2. Prerequisites</b>	none

**3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

<b>3.1. Form of classes</b>	Lecture	
<b>3.2. Place of classes</b>	Lecture at University	
<b>3.3. Form of assessment</b>	graded credit	
<b>3.4. Didactic methods</b>	Lecture with presentation, discussion	
<b>3.5. Literature</b>	<b>Basic</b>	1. Spalek S. (red.), Systemy informacyjne i zarządzanie wiedzą. Wybrane zagadnienia, CeDeWu, 2021. 2. Jelonek D. (2018). Systemy informacyjne zarządzania przedsiębiorstwem, ISBN: 978-83-208-2318-9, Warszawa, Polskie Wydawnictwo Ekonomiczne.
	<b>Additional</b>	1. Bocij P., Greasley A. (2018). Business Information Systems: Technology, Development and Management for the Modern Business, Pearson Education. 2. Bourgeois David T., Smith James L., Shouhong Wang, Joseph (2019). MortatiInformation Systems for Business and Beyond, Saylor Academy, <a href="https://digitalcommons.biola.edu/cgi/viewcontent.cgi?article=1000&amp;context=open-textbooks">https://digitalcommons.biola.edu/cgi/viewcontent.cgi?article=1000&amp;context=open-textbooks</a>

**4. OBJECTIVES, SYLLABUS CONTENT**

<b>4.1. Subject objectives</b> <b>Lecture:</b> <b>C1. Knowledge</b> – knowledge of the role of information obtained through quantitative and qualitative research in the management process.. <b>C2. Skills</b> – the ability to collect and process information.. <b>C3. Social competences</b> – the ability to further develop knowledge in the field of information processes in management.
<b>4.2. Detailed syllabus</b> <b>Lecture:</b> <ol style="list-style-type: none"> <li>The role of information in the management and command process.</li> <li>The concept of information processes.</li> <li>Sources of information and their characteristics.</li> <li>Methods and ways of collecting information.</li> <li>Information sets.</li> <li>Selection and distribution of information.</li> <li>Spatial information systems.</li> <li>ICT support for information processes.</li> <li>Information processing in the decision-making process.</li> <li>Methods of quantitative and qualitative research enabling the acquisition of information.</li> </ol>

**4.3. Subjects' learning outcomes**

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of <b>KNOWLEDGE:</b>		
W01	defines the concept of knowledge, information, information system, knowledge management system.	ZARZ1A_W14
W02	Knows the role of information obtained through quantitative and qualitative research in the management process.	ZARZ1A_W16
in terms of <b>SKILLS:</b>		
U01	can apply research methods to expand the data, information and knowledge he has	ZARZ1A_U04
U02	can collect information and use it in management	ZARZ1A_U08
In terms of <b>SOCIAL COMPETENCES:</b>		
K01	is prepared to further develop knowledge in the field of information processes for management purposes	ZARZ1A_K04

Ways of verifying the achievement of the learning outcomes in question										
Learning outcome	Way of verifying (+/-)									
	Test									
	Form of classes									
	W	C	...							
W01	+									
W02	+									
U01	+									
U02	+									
K01	+									

#### 4.5. Criteria for assessing the degree of achievement of learning outcomes

Form of classes	Grade	Assessment criteria
Lecture	3	The student passed the test at the level of 50-60% of the maximum possible number of points.
	3,5	The student passed the test at the level of 61-70% of the maximum possible number of points.
	4	The student passed the test at the level of 71-80% of the maximum possible number of points.
	4,5	The student passed the test at the level of 81-90% of the maximum possible number of points.
	5	The student passed the test at the level of 91-100% of the maximum possible number of points.

#### 4. ECTS POINTS BALANCE - STUDENT WORKLOAD

Category	Student workload	
	Full time studies*	Part time studies*
<i>NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	<b>33</b>	<b>18</b>
<i>Participation in lectures</i>	30	15
<i>Participation in the exam / test</i>	1	1
<i>Other: consultancy</i>	2	2
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	<b>17</b>	<b>32</b>
<i>Preparation for the lecture</i>	5	8
<i>Preparation to the exam / test</i>	12	24
<b>TOTAL HOURS</b>	<b>50</b>	<b>50</b>
<b>ECTS Credits</b>	<b>2</b>	<b>2</b>