

Subject card

Subject name and code	Digital Skills, PG_00178402						
Field of study	Management						
Date of commencement of studies	October 2025		Academic year of realisation of subject			2027/2028	
Education level	Bachelor's studies		Subject group			Obligatory subject group in the field of study Subject group related to scientific research in the field of study	
Mode of study	full-time studies		Mode of delivery			at the university	
Year of study	3		Language of instruction			Polish teaching materials in english	
Semester of study	6		ECTS credits			5.0	
Learning profile	academic		Assessment form			credit	
Conducting unit	Department of Business Informatics -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Lenart				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	15.0	0.0	45.0	0.0	0.0	60
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	60		4.0		61.0	125
Subject objectives	1. The student will acquire knowledge in the field of application of ERP, CRM systems and data analysis, as well as cybersecurity. 2. Acquiring skills in using ERP, CRM systems, importing data to analytical tools, and advanced data analysis techniques. 3. Acquiring skills in creating automatic data flows. 4. Preparing the student for effective application of cybersecurity principles.						
Learning outcomes	Course outcome		Subject outcome		Method of verification		
	[ZARZL3_U12] The student can utilize IT tools to enhance management-related professional tasks.		The student is able to safely use IT tools and technologies that support decision-making in various areas of management.		[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU5] implementation of a problem task		
	[ZARZL3_W08] The student has advanced knowledge and understanding of management processes' objectives and specifics, their relationship with other processes in the organization, and the accompanying challenges and dilemmas in a changing environment.		The student recognizes and characterizes IT applications supporting various management processes in the organization and methods of securing them.		[SW4] test/exam - oral or written [SW2] presentation/project/paper/report		

Subject contents	Laboratory topics: 1. Origin, structure and properties of ERP systems. 2. Market and directions of development of ERP systems. 3. Structure and functionality of CRM systems. 4. Market and directions of development of CRM systems. 5. Tasks and areas of application of BI systems. 6. Cybersecurity - basics and most common user errors on the network. Malware. 7. Protection of digital identity and privacy management in the age of social media. 8. Cyber threats and sociotechnical methods - how not to be fooled. Laboratory topics: Application of IT applications in business (ERP system) - 22 hours 1. SAP S/4HANA - navigation and analysis of the case study. 2. Integration in SAP S/4 HANA. Execution of purchasing and sales processes. 3. SAP S/4 HANA - Financial Accounting Module (receivables and payables). 4. SAP S/4 HANA - HCM Subsystem (Human Capital Management). Data analysis (CRM, BI systems) and automation - 15 hours 1. Customer relationship management/CRM module. 2. Data collection and preparation for analysis. 3. Creating and formatting visualizations. 4. Creating automatic data flows. 5. Creating and using AI models. Cybersecurity - 8 hours
------------------	--

	1. Cybersecurity-related software tools and functionalities.		
	2. Phishing identification.		
	3. Online account privacy settings analysis and hardening.		
	4. Information security policy.		
Prerequisites and co-requisites	Formal requirements - IT in management		
	Prerequisites - basic knowledge of business processes		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written term paper	51.0%	20.0%
	tasks performed during classes	71.0%	20.0%
	projects and reports	51.0%	60.0%
Recommended reading	Basic literature	1. Materials posted on the Educational Portal	
		2. Wrycza S., Maślankowski J. (red.), Informatyka ekonomiczna. Podręcznik akademicki, PWN Warszawa 2019.	
		3. Intro to SAP S4HANA Using Global Bike 4.2, SAP University Alliances, lipiec 2023.	
	Supplementary literature	1. Arnold J., Poznaj Microsoft Power BI. Przekształcanie danych we wnioski, APN Promise, Warszawa 2023.	
		2. Bytniewski A. (red.), Architektura zintegrowanego systemu informatycznego zarządzania, Wydawnictwo Uniwersytetu Ekonomicznego we Wrocławiu, Wrocław 2015.	
		3. Bardhan D., et al., SAP S/4HANA: An Introduction, SAP Press 2021.	
		4. Jatkiewicz P., Bezpieczeństwo systemów. informatycznych firm i instytucji, Wydawnictwo Uniwersytetu Gdańskiego, Sopot 2020.	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

Document generated electronically. Does not require a seal or signature.