

12. Course objectives:

1. Presentation of specialist knowledge in the field of implementation and use of IT tools, especially integrated IT systems in an enterprise, with particular emphasis on their functionality in relation to various types of business processes.
2. Developing skills related to supporting business processes and decisions using IT systems, according to the changing needs of the enterprise.
3. Education of social competences related to the use and development of information systems in the enterprise.

13. Teaching and learning methods:**A. Direct student-instructor contact:**

No.	Teaching methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Active lecture	Discussion and case studies on the use of information systems in business	15	0
2.	Active lecture using multimedia techniques	Multimedia presentation of theoretical issues and practical examples	15	0
3.	Active lecture using multimedia techniques	work with IT systems	12	0
4.	Active lecture using multimedia techniques	Presentation of the final project - case study on the use of information systems in business	3	0
Total			AS:45	AN:0

B. Self-study:

No.	Learning methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Solving case studies	Preparation of the final project - case study on the use of information systems in business	32	0
2.	Work using a computer	Solving practical tasks regarding the use of information systems in business	28	0
3.	Analysis of lecture and class notes	Preparation for problem discussions during the lecture and for the final project	10	0
4.	Cause-effect study using literature	Preparation for problem discussions during the lecture and for the final project	10	0
Total			BS: 80	BN:0

Total AS+BS = 125

Total AN+BN = 0

Examination (E) = 3
Total AS+BS+E= 128

Examination (E) =0
Total AN+BN+E = 0

14. Key words: Information, IT management systems, business processes, ERP and MRP systems, knowledge, integrated IT systems

15. Course content:

Lecture:

1. Introduction - definition, features of the information system
2. Organization and business processes
3. IT infrastructure
4. Telecommunications and computer networks
5. Internet and Web 2.0
6. E-business, e-commerce, E-government, e-learning, social media, markets and digital products, virtualization
7. Managing Knowledge- expert systems, groupware, Warehouse Management Systems , Customer Management Systems (CMR), Decision Support Systems (DSS), Document Management Systems (DMS), Database Management Systems (DBMS), simulating systems
8. Office Automation (word processors, spreadsheets, Microsoft office, Google)
9. Genesis and functionality of IT systems supporting particular types of business processes and individual stages of process management - MRP I, MRP II, ERP.
10. Analysis of the functionality of ERP systems available on the market.
11. Enterprise management using ERP systems (case studies) - process and warehouse document management, process and sales document management, process and purchase document management, inventory, purchase and sales analysis.
12. Architecture, functionality and information flow in the ERP system on the example of selected ERP systems. Entering data and using the ERP system to manage selected business processes of the company - practical work with ERP systems.
13. Implementation and development of the ERP system according to the changing needs of the enterprise and the benefits of its use.
14. Electronic business systems - e-commerce, social media, digital markets and products, virtualization.
15. Implementation of IT systems in the enterprise - cost and benefit assessment. Protection of privacy and data security in information systems

Classes:

Management support tools in the organization. TRELLO tool (organization of work, tasks, projects)

- i. Introduction to TRELLO.com
- ii. process management at TRELLO.com
- iii. presentation of the most important options / functions in TRELLO
- iv. project management at TRELLO.com
- v. presenting an example project at TRELLO.com
- vi. implementation of exercises - creating a process, task list, project in TRELLO

ASANA tool (project management)

- i. project management in ASANA
- ii. presenting a sample project in ASANA
- iii. implementation of the project as described in the exercise in ASANA

ERP class system, e.g. ERPNEXT

- i. Tool presentation
- ii. providing an example of the scope of data entry
- iii. Exercises - customer input process, invoice issuing

- iv. Exercises - the process of entering data and generating summary reports CRM class system, e.g. BITRIX24
 - i. Presentation of the tool
 - ii. providing an example of the scope of data entry
 - iii. exercises - entering customer data iv. exercises - modifying customer data v. exercises - entering invoice data
- Requirements management system
 - i. presentation - how to define requirements for an erp system
 - ii. exemplary requirements for the erp system
 - iii. presentation of a tool for defining requirements
 - iv. Exercises - defining the scope of requirements for the erp system

16. Course learning outcomes as related to the learning outcomes of the major and methods for assessing student attainment

Intended learning outcomes of the major / Symbols	Intended learning outcomes of the course	Methods for assessing student learning outcomes	Documentation
<u>Knowledge</u>			
FiR2_W02#	Student knows and understands in greater depth the methods used in finance and accounting, in particular mathematical and statistical methods, methods of analysis and effective processing of financial data, using modern IT tools for company management.	1. Final project 2.Examination	set of final projects, exam report
FiR2_W06#	Student knows and understands in depth economic, financial, legal, ethical conditions of IT systems for enterprise management.	1. Final project 2.Examination	set of final projects, exam report
<u>Skills</u>			
FiR2_U01#	Student is able to use in-depth knowledge acquired to critically evaluate enterprise management systems. Student is able to solve and analyze unusual problems through the selection of appropriate, modern IT and communication tools.	1. Final project 2.Examination	set of final projects, exam report
FiR2_U04#	Student is able to use English at B2 + level and specialist terminology in the field of the corporate management systems	1. Final project 2.Examination	set of final projects, exam report
<u>Social competences</u>			
FiR2_K02#	1. Student is able to interact and work in a group, assuming different roles in it.2. Student is able to independently and critically supplement knowledge and skills in the field of service and practical use of IT tools in business management. 3. Student can recognize the role of professional knowledge and use expert knowledge in the event of difficulties in solving the problem.	1. Final project 2.Examination	set of final projects, exam report

17. Method for determining the final course grade:

No.	Methods for awarding credits and course completion requirements	Description	Percentage of the final course grade*
1.	Written exam without the possibility of using textbooks	exam in the form of a test	50%
2.	Group work on case study	Project assessment on the practical use of IT tools, especially ERP systems, in business	40%
3.	Activity during classes	activity evaluation	10%

* If students are required to obtain both a class grade and an exam grade, the class grade constitutes at least 30% of the final course grade.

18. Reading list**Mandatory readings:**

1. Kenneth C. Laudon, Jane P. Laudon: Management Information Systems Managing the digital firm. Wyd. Pearson Prentice Hall, 2012.
2. James A. Hall: Accounting Information System. Wyd. South-Western Cengage Learning, Stany Zjednoczone, 2011.

Suggested readings:

1. Hirschheim R., Heinzl A., Dibbern J (2006) Information Systems Outsourcing, Enduring Themes, New Perspectives and Global Challenges, Springer, Berlin.
2. Pańkowska M., Sroka H: Management and Marketing Information Systems. Wyd. AE, Katowice, 2005.

19. Language of instruction: English**20. Course instructors' recommendations:**