

## ITEM CARD

Attachment No. 1 into Regulation No 3/07/2020  
of 13 July 2020 *on the model card*  
*subject at the Higher School of Management*  
*in Warsaw*

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
<b>MODULE NAME:</b> IT support in project management										
<b>Name of the organizational unit leading the course:</b>			Faculty of Management and Technical Sciences							
<b>Name of the field of study, level of education:</b>			Management, second cycle							
<b>Learning profile:</b>			General academic							
<b>Name of the specialty:</b>			Project management							
<b>Type of learning module:</b>			Specialty							
<b>Year/Semester:</b>			Year II, Semester 3							
<b>Person coordinating the subject:</b>			Anna Kacprzak, M.A.							
<b>Prerequisites (resulting from the succession of items):</b>			Knowledge, skills and competences acquired as a result of teaching existing related subjects at second-cycle studies							
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/ Passing	Total hours
Full-time studies	30	30								<b>60</b>
Part-time studies	15	15								<b>30</b>
III. METHODS OF TEACHING ACTIVITIES										
<b>Forms of classes</b>			<b>Didactic methods</b>							
<b>lecture</b>			Multimedia presentations, discussions, feeding methods							
<b>exercise</b>			brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
<b>Lp.</b>	<b>Description of the learning outcomes in question</b>								<b>Directional effect reference</b>	
<b>Knowledge:</b>										
<b>1</b>	Has in-depth knowledge of IT project management systems								ZO2_W07 P7S_WG	
<b>2</b>	Has in-depth knowledge of the role and importance of IT systems for the effective implementation of projects, including IT projects								ZO2_W08 P7S_WG	

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Abilities:		
1	Pis able to select appropriate IT systems for the implemented project and assess the usefulness of this system	ZO2_U04 P7S_UW
2	Pacquires the ability to analyze, operate IT and communication systems used in project management	ZO2_U01, P7S_UW
Social competences:		
1	He is ready to critically evaluate the received content in the field of IT systems of the implemented project	ZO2_K01 P7S_KK
V. CURRICULAR CONTENT (LEARNING)		
Lp.	Lecture/Seminar:	Reference to the learning outcomes in question
1	The essence and importance of IT systems in project management	ZO2_W08 ZO2_W07
2	Advantages and disadvantages of IT systems supporting project management	
3	Microsoft Project – IT system analysis	
4	Project Libre – IT system analysis	
5	Communication and IT systems in project management – the essence and meaning	
6	Trello Application Analysis	
7	Kanban - application analysis	
8	Gantt Project – application analysis	
9	Databases – the essence and importance in project management	
10	MS Access – IT program analysis	
11	Spreadsheets in project management	
12	MS Excel	
Lp.	exercise:	Reference to the learning outcomes in question
1.	Microsoft Project	
2.	Project Libre	
3.	Trello	
4.	Kanban	

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5.	Gantt Project			
6.	MS Access forms			
7.	MS Access queries			
8.	MS Access reports			
9.	MS Access tables			
10.	MS Excel - mathematical formulas			
11.	MS Excel - logical formulas			
12.	MS Excel - statistical formulas			
VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES				
Learning outcomes	Verification method		Form of classes in which EUS (Learning Outcome) is verified	
	Knowledge:			
ZO2_W08 ZO2_W07	Knowledge: project, activity in class		Lecture / Exercises	
	Abilities:			
ZO2_U04 ZO2_U01	Skills: design, presentation		Lecture / Exercises	
	Social competences:			
ZO2_K01	Social competences: presentation, activity in class		Lecture / Exercises	
VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on grade 3 and the student obtains from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect on grade 4 and the student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect
VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS				
Type of activity ECTS			Student load	
			Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories,			60	30

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workshops, seminars) – SUM of hours – from point II		
Exam/Passing	1	1
Participation in the consultation	1	1
Project / Essay	20	20
Independent preparation for didactic classes	18	38
Preparing to pass a teaching class	25	35
<b>Total student workload (25h = 1 ECTS) TOTAL hours/ECTS</b>	<b>5ECTS/125h</b>	<b>5 ECTS/ 125 h</b>
Student load in classes in direct contact with the teacher	60	30
Student load in practical classes	35	50
Student load in practical vocational preparation classes	30	45
Student load in research preparation classes		
<b>X. LITERATURE AND OTHER DIDACTIC MATERIALS</b>		
<b>Basic literature:</b>		
1. Microsoft Office Project 2021: POLISH VERSION / Carl Chatfield		
<b>Supplementary literature:</b>		
1. Robert Wysocki, Rudd McGary. Effective Project Management - ed. 3 Helion, Gliwice 2005		
2. John M. Nicholas, Herman Steyn, Project Management, Oficyna Wolters Kluwer, Warsaw 2012,		
3. Michał Trocki, Modern Project Management, PWE, Warsaw 2012		
<b>Other teaching materials: Case study</b>		