

IT Tools for Business

Beata Gontar
office 145

bgontar@wzmail.uni.lodz.pl

Office hours: Monday 11.45-12.30

COURSE OBJECTIVES

- The goal of this course is to get students familiar with commonly used IT tools to support business problem modeling, analyzing and presentation.
The other objective is to get them able to solve the problem and to explain how the solution works..

COURSE TOPICS

- MS Word
- MS PowerPoint
- MS Excel

- Attending a class meeting according to schedule is obligatory; if the student is not prepared than lose 5 points/class meeting;
- Being prepared for class activities by reading and/or watching recommended materials. The material will be used in class cases; if the student is not prepared than lose 5 points/class meeting.

CLASSROOM RULES OF CONDUCT

- Food and beverages are not permitted in the classroom. This includes plate lunches, drinks, candy, etc. whether opened or not.
- Class lab time is expected to be spent in lab work. Lab time is not free time. Attendance and concerted work on assignments are required. Work at home will be required *in addition to* work during lab times (work at home should not *substitute for* work during lab periods).
- No phones during lab.

Model

- Preparing a model for a given business problem. Each student receives an individual problem to solve and analyze.
 - The solution should be handed in electronically using the email pointed by the teacher at the beginning of the semester.
- The student is expected to hand in a written report with the documentation describing the problem, a way of solutions and analyzing the results (using word processor software – **15 points**) and a spreadsheet file(s) with the model (**25 points**). The presentation for the report should be also attached (**10 points**).

The file must be sent by the end of December. Files received after deadline will be scored 30% points less.

Practical lab test **max 50 points** can be scored. In case of the dishonest behavior while the test, the course is failed with no chance to retake.

Test

One can get 3 points extra for the test.
Two mistakes are allowed.

Good Luck!!!