

Information Technology Used in Professional Activity

B.1.1.2.2.

Degree: Bachelor

Year: 2019/2020 academic year

Semester: Fall

General workload: 5 ECTS credits, 180 hours.

Goals and objectives of the course

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- To acquire systemic theoretical knowledge and practical skills related to IT use in economics.
- To prepare students for efficient use of modern IT and information systems when resolving applied problems in the course of studies and in a professional activity in the future.

Course objectives are the following:

- To examine the concept of information and IT, learn about the means used by teams when handling records, data processing and analysis techniques, information systems used in a professional environment;
- To acquire skills needed to use software in a professional environment;
- To build an understanding of IT development areas in various professional environments.

Key didactic units

- IT infrastructure development and economic activity. Status quo and IT development trends in Russia and other countries of the world.
- Information processing and analysis techniques in MS Excel.
- Means used by teams when handling records. Use of Microsoft Outlook as an e-mail client and PIM (personal information manager).
- Data analysis techniques and their survey.
- IT and systems used in a professional environment when performing economic operations.

Place of the discipline within the curriculum

This is a mandatory core discipline that is included into mathematics and computer science module (IT module).

Upon completing the course, the students should:

Know:

Status quo and IT development trends in Russia and other countries of the world; corporate IT resource classification; types of IT used for development, storage, processing and presenting information; information system classification; basic concepts and modern principles used when handling business information.

Be able to:

Choose a way of presenting and processing information; efficiently use the modern computer, computer network and software capacity for resolving applied problems in the course of studies and in professional activity in the future.

Have:

Knowledge of spreadsheet/table, e-mail client and PIM (personal information manager) handling techniques, key methods, ways and means used for information gathering, storage and processing; information analysis, summarizing and classification skills.

Course structure: lectures: 18 hours; seminars: 54 hours; independent student work: 108 hours.

Summative assessment: examination