***Information Technology Used in a Professional Environment***

***B.1.1.2.2.***

**Degree:** Bachelor

**Year:** 2018/2019 academic year

**Semester:** Fall

**General workload**: 5 ECTS credits, 180 hours.

**Goals of the course**

* 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 environment in the future.

**Course objectives are the following**:

* To examine the concept of information and IT, learn about the means used in team work with documents, data processing and analysis techniques, information systems used in a professional environment;
* To acquire skills needed to use the software present 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 in team work with documents. 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 a professional environment 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