

**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

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

Key didactic units

- IT infrastructure development and economic operations. Status quo and IT development trends in Russia and other countries of the world.
- Information processing and analysis techniques in MS Excel.
 - Aids used by teams working 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 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