INFORMATION TECHNOLOGIES

Credit points	5 CP
Duration of the course	3 sem.
Study course annotation	The course shows a modern approach to company management in the information society. The role of work automation in the company is shown. The role of the cybernetic approach to the enterprise is emphasized. Basic concepts and definitions are given that correspond to the modern level. This course is designed to provide a clear picture of information technology, its place in theeconomy, to demonstrate the need to learn the technologies and methods of using computers and software
Aim of the study course	The aim of the course is to build students' understanding of the peculiarities and possibilities of using information technology in management

	Knowledge	Skills	Competences
Study course results	after successfully completing this study course, studentsknow: • basic methods of information collection and analysis in the development of the information society • the nature and importance of economic information in the development of the modern information society • information security requirements in modernconditions • the nature, value and methods of obtaining, storing, processing and protecting information • methods and means of basic and applied information technology • methodology of designing and maintaining economic information systems based on modern information technologies modern technical means and IT types for solving communicative tasks	• information use and generalization / analysis in the development of the information society • must be able to analyze, gather and perceive information • to navigate the system of regulatory acts in the field of professional activity • use of modern information technologies (IT) for solving practical economic problems, ensuring competitiveness • by consciously choosing the applicable IT • work with information on global computer networks, searching for information on a given task, collecting, analyzing data necessary for assigned management tasks • selection of tools for economic data processing according to the task • analysis of calculation results and justification of the obtained data • the right choice of IT for solving communication problems	• Manage methods for information use, collection and analysis in the context of information society development • to use the automated search of regulatory documents in global networks in their sphere of activity • work with the computer as a means of processing and managinginformation • use the methodology to comply with the basic information security requirements • use skills in solving analytical and research problems using modern technical means and IT • use the methodology for forecasting the development of economic phenomena and processes • Use computer information technology skills in solving communication problems

		Topics
Study course content	1	Information Technology: Basic Concepts and Definitions
	2	Database technology in management
	3	Applied information technologies in management
	4	There is an automation of this planning
	5	Information technology in electronic document management
	6	Network technology on the Internet. Information security

Form of assessment:	Exam

Obligatory literature:

1. Indrajit Chatterjee. (2010). Management information systems. lPHI Learning Pvt. Ltd., 2010. - 216 p.
2. Information Systems for Business and Beyond (2019). Information Systems, their Use in Business, and the Larger Impactthey are Having on our World / D. Bourgeois, J. Mortati, S. Wang, and J. Smith. - Biola University, 2019. - 327 p.

Additional reading:

1. Reynolds, G. Information Technology for Managers, 2nd Edition, Cengage Learning, 2015, p.400.
2. Jis Joy Thotan. Amadeus Users Basic_Training_Manual.pdf. https://www.academia.edu/12467279/Amadeus_Basic_Training_Manual

Other sources of information:

1. http://www.dtnet.lv/ - "e-world" magazine
2. http://www.ebaltics.com/bittr
3. http://www.webopedia.com/ - Online Computer Dictionary
4. http://whatis.techtarget.com/ - Computer Dictionary
5. http://www.zdnet.com/

Changes and additions to the program and literature list are possible during the study process