Discipline: Information Technology in Management
Annotation
Labor intensity: 4 ECTS, 144 academic hours.
Final control form: test

The course "Information Technology in Management" is intended for student's direction "Management" and is aimed at developing basic skills for working with typical calculations that are used in the field of business, as well as for development practical skills in searching and analyzing information. This course is the basis for studying various software in the future, also students will acquire skills with the help of which in the future they can easily make any calculations using programs.

Within this discipline students will learn in which areas and how information technologies. After studying this discipline, students learn to produce typical calculations, work with databases, find the required information. In detail will be introduced to the tools of the Microsoft Office software package (Excel). During to complete tasks, learn to use the toolkit of these programs and at the end course will acquire the skills of working with the programs. Also, students learn to work in networks, and with the Internet, with a database (search for databases and type in databases).

Program course compiled on the basis of the requirements of the Federal State Educational higher education standard 3+ in the direction 38.03.02 Management (bachelor's degree).

The objectives of mastering the course are to form general professional competence, allowing to solve standard tasks of professional activity on the basis of using modern information technology capabilities.

Within the framework of this course, it is planned to teach students practical skills work with applications of Microsoft Office applications, for use in the field management.