

INFORMATION RESOURCES OF THE ORGANIZATION

COURSE SYLLABUS ABSTRACT of higher education institution

Speciality 6-05-0611-04 «Electronic Economics»

Concentration Electronic Marketing

	STUDY MODE	
	full-time	part-time
Year	3	4
Semester	6	7
Lectures, hours	16	4
Laboratory classes, hours	16	4
Pass/fail, semester	6	7
Contact hours	32	8
Independent study, hours	76	100
Total course duration in hours / credit units	108/3	108/3

1. Course outline: General information about information resources (IR). Data, information, knowledge – their interrelation and dynamics. Structure and features of the organization's information resources. Main forms of presentation of the organization's information resources. Information systems and technologies. Basic technologies for providing the organization with information resources. Organizational methods of ensuring information security..

2. Course learning outcomes: upon completion of the course, students will be expected to **know:**

- basic concepts and features of the organization's information resources;
- basic forms of presentation of the organization's information resources;
- basic information technologies for providing the organization with information resources;

be able to:

- use technologies for preparing text documents and managing documents;
- use technologies for preparing and processing information based on spreadsheet documents;
- solve problems of managing information resources using information and communication technologies;

to possess a skill:

- preparation of text documents and spreadsheets at a professional level;
- creation of databases based on DBMS of office applications;
- use methods of ensuring information security.

3. Competencies: use methods and principles of managing documents, document arrays and other information in information systems (databanks, databases, other information systems of the organization) of the organization

4. Requirements and forms of midcourse evaluation and summative assessment

The module-rating system is used. Intermediate certification: assessment of work in practical classes. Intermediate certification: pass/fail.