**SYLABUS**

**Year of Study** 2021-2023

* 1. Course Description – General Information

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| COURSE NAME | Information Technology |
| COURSE CODE | E/IIE/C-1.3b |
| COLLEGE | College of Social Sciences |
| INSTITUTE | Institute of Economics and Finance |
| FIELD OF STUDY | Economics / International Business – Cross Cultural Aspects |
| QUALIFICATION LEVEL | Master's degree |
| PROFILE | General academic |
| STUDY MODE | Full-time |
| YEAR AND SEMESTER | I/1 |
| COURSE FORMAT | Elective specialized contents group |
| COURSE COORDINATOR | Colin Hales, Ph.D. |
| COURSE INSTRUCTOR(S) | Colin Hales, Ph.D. |
| LANGUAGE OF INSTRUCTION | English |

1.2. Course organization – learning format and number of hours, ECTS.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lecture | Tutorial | Conver. | Lab. | Seminar | ZP | Practice | Other (spec.) | **ECTS credit pts.** |
|  | 15 |  |  |  |  |  |  | 2 |

1.3. Method of teaching

☓ traditional

☐ inclusive of distance learning

1.4. Final assessment type (according to the study plan): (exam, graded credit, ungraded credit)

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| --- |
| Graded credit |

2. Prerequisites

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| Working knowledge of business processes and marketing management.  Technical acumen and prior computer software experience may be helpful.  Working knowledge of the Microsoft Office (min. 2010) software package. |

1. Objectives, teaching outcomes, description and didactic methods
   1. COURSE OBJECTIVES

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| --- | --- |
| C1 | To acquaint students with the possibilities of the use of information technology tools in business operations. |
| C2 | Developing practical skills in collecting, processing and use of information, as well as the selection of computer tools to resolve business problems. |
| C3 | Developing skills of data analysis and presentation of results and solve decision problems using special tools available in the following programs: MS Excel, MS Access. |
| C4 | Inspire students with IT business skills and motivate them to apply concepts learnt in future workplaces. |

3.2 Learning Outcomes

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| --- | --- | --- |
| EK (Learning Outcomes) | The Intended Student Learning Course Outcomes | Reference to learning outcomes with regard to the field of study (KEK) |
| EK\_01 | Broadly defines the concept of use of Information Technologies in economic sciences | K\_W01 |
| EK\_02 | Specifies the important relationship of economic sciences with the science of various disciplines | K\_W03 |
| EK\_03 | Improves business IT skills | K\_U02 |
| EK\_04 | Selects appropriate methods for analysing and presenting data in the relevant disciplines | K\_U05 |
| EK\_05 | Can use basic computer applications for solving economic problems. | K\_U11 |
| EK\_06 | Has the ability to use basic methods and tools for forecasting economic and social processes. | K\_U12 |
| EK\_07 | Improve the knowledge of the design and management of relational databases and projects | K\_K05 |
| EK\_08 | Understand the impact of the Information Technology on different business functions | K\_K02 |
| EK\_09 | Expand the knowledge and use of computer science, in economics, management and finance | K\_K01 |

* 1. **COURSE DESCRIPTION**

1. **Contents of the tutorials, seminars, etc.**

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| Use a spreadsheet to analyze data compiled in the form of lists. Sorting and filtering information. Defining criteria, advanced filters, and database functions. Data analysis with partial totals, tables and pivot charts - using functions, viewing information in different sections, viewing details, customizing graphs, joining data to charts.  Use a spreadsheet to make financial decisions. Calculating future and current values directly and using financial functions, setting the required interest rate for a single period, the effective interest rate. Functions determining internal rate of return and net updated value. Credits - Set ratios, loan repayments and interest for the given time period.  Examples of using the Search Results Tool to solve equations describing economic phenomena. Use of the Solver add-on for solving optimization problems - setting the optimal structure of the procedure, maximizing profit, minimizing costs, transport issues, and allocating. Interpretation of values from the sensitivity and performance report.  Using MS Access databases. Queries and their applications, defining criteria and expressions, sorting and limiting the number of displayed records, using information from multiple tables in queries. Create select, compute, parametric, cross, function (delete, create, update, join) queries. Defining reports and forms.  MS Project as a project management tool. Introduction and organization of tasks and resource information. Assign resources to tasks. Critical Path Analysis. Tracking and updating progress on the project. View and report on project status. |

* 1. TEACHING METHODS

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| Hands-on sessions online (computer lab), Multimedia presentation with audio-visual materials, moderated discussion, analysis and interpretation of primary sources, case studies, preparation of reports, collaborative problem solving. |

1. Methods And Assessment

4.1 The methods of verification of learning outcomes

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| --- | --- | --- |
| Learning outcomes (symbol) | Grading systems for teaching outcomes (i.e.: test, oral examination, written examination, essay, project, report, observation during classes) | Learning format (lecture, tutorial, …) |
| ek\_01 | observation during classes | tutorial |
| Ek\_02 | test | tutorial |
| ek\_03 | t assessment of skills of analysis, test | tutorial |
| Ek\_04 | assessment of skills of analysis, test, essay | tutorial |
| ek\_05 | assessment of skills of analysis, test, project | tutorial |
| Ek\_06 | assessment of skills of analysis, test, presentations | tutorial |
| ek\_07 | observation during classes | tutorial |
| Ek\_08 | observation during classes | tutorial |
| Ek\_09 | observation during classes | tutorial |

4.2 Assessment and credit requirements

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| Student must present his/her understanding of the topics taught, through both oral and written expressions of his/her knowledge. |

5. Total Student Workload Needed To Achieve Expected Learning Outcomes With Regard To Time And ECTS Credit Points

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| --- | --- |
| Activity | No. of hours/Student workload |
| Hours of classes according to Study Plan | 15 |
| Tutorial preparation | 10 |
| Consultations (attending the teacher’s office hours) | 5 |
| Essay/report writing | 10 |
| The final examination preparation | 9 |
| Examination writing | 1 |
| TOTAL NUMBER OF HOURS | 50 |
| **ECTS CREDITS IN TOTAL** | **2** |

1. Internship

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| --- | --- |
| Number of hours | - |
| Rules and forms of internship | - |

1. Course Literature

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| 1. *Management Information Systems Australasian*, Heather Gray & Tomayess Issa & Graeme Pye & Indrit Troshani & R. Kelly Rainer & Brad Prince & Hugh J. Watson. |
| 1. *Microsoft Office 2016: Full Course Step by Step*, Kindle Edition, Ahsan Hashim . |
| 1. Kenneth C. Laudon, Jane P. Laudon, *Management Information System Managing the Digital Firm*, 2015. |

Department head’s or authorized person signature