



Введение в информационные технологии / Introduction to information systems

Syllabus of the course

Specialty	38.03.02 Management
Specialization	Business management and digital innovations
Level of higher education	Bachelor
Form of training	Full-time
Year of enrolment	2022

Authored by:

Assistant, Inga V. Levoeva

Total number of hours	216	Form of final attestation: Exam: semester I
incl:		
contact work	64	
self-study	116	
practical training	0	
control hours	36	

Hours distribution:

Semester:	1
Type of classes	Hours
Contact hours	22
Practical training	42
Laboratory work	
Total contact hours	64
Self-study	116
Control hours	36
Total academic hours	216
Total credits	6

CONTENTS

1. LEARNING OBJECTIVES	3
2. COURSE PLACE IN THE PROGRAMME STRUCTURE.....	3
3. EXPECTED LEARNING OUTCOMES	3
4. COURSE STRUCTURE AND CONTENT	4
5. TEACHING AND LEARNING TOOLS OF THE COURSE	5
5.1 Recommended literature	5
5.2 List of software (including national production)	6
5.3 List of reference systems and modern professional databases.....	6
6. TECHNICAL FACILITIES	6
7. METHODOLOGICAL GUIDELINES FOR STUDENTS.....	8

1. LEARNING OBJECTIVES

Objective:	Formation of knowledge in the field of information technologies and systems, obtaining and consolidating practical skills in MS Office.
-------------------	---

2. COURSE PLACE IN THE PROGRAMME STRUCTURE

The discipline B1.O Introduction to information systems is a part of Block 1.

3. EXPECTED LEARNING OUTCOMES

Code and name of graduate competence	Code and name of the competence achievement indicator	Expected learning outcomes
GPC-5 – Able to use modern information technologies and software in solving professional problems, including the management of large data arrays and their intellectual analysis	GPC-5.1 – Understands the basic principles of working with data, applies modern data analysis tools at a basic level, incl. using programming, algorithmizing and mathematical methods in solving data analysis problems	<p>To know: modern information technologies and software; principles of operation of modern information technologies</p> <p>To be able to: use modern information technologies to solve the problems of professional activity.</p> <p>To possess: software mobile applications for collecting, monitoring, processing and analyzing data.</p>
GPC-6 – Able to understand the principles of operation of modern information technologies and use them to solve the problems of professional activity	GPC-6.1 – Possesses the necessary knowledge in the field of information technology and software	<p>To know: the basic principles of functioning of modern information systems; modern principles of operation of modern database management systems; basic principles of functioning of various types of software in computing information systems</p> <p>To be able to: apply the basic principles of functioning of modern information systems in the design and development of software; use modern tools for working with databases.</p> <p>To possess: modern information technologies and software; principles of operation of modern information technologies.</p>

4. COURSE STRUCTURE AND CONTENT

Code and name of the topics	Course content	Academic hours			
		Contact work			Self-study
		Lectures	Practices	Workshops	
Section I. Theoretical part					
Topic 1. Basic concepts and definitions.	The study of basic concepts: information, information processes, information technology, information systems.	2			6
Topic 2. Historical aspects of the development of information systems and technologies.	Stages of development of information technologies.	2			6
Topic 3. The impact of the development of information technology on human activity	Information society as the next stage in the development of mankind. Definition and characteristics of the information society.	2			6
Topic 4. Consequences of informatization	Information resource, product, service. Digital universe, big data. Changes in the labor market.	2			6
Topic 5. Classification of information.	Information properties. Information classification.	2			6
Topic 6. Information processes	Overview of basic information processes.	2			6
Topic 7. The structure of information systems	The concept of IS. Purposes of IS creation. Supporting IS subsystems.	2			6
Topic 8. Classification of information systems	Classification of information systems on various grounds.	2			6
Topic 9. Stages of IS design	The structure of the IS design process. IS design stages. Documentation of the IS design process.	2			6
Topic 10. IS life cycle	IS software life cycle. Software life cycle models.	2			6
Topic 11. Architecture of information systems	The concept of architecture of information systems. Architecture types. Microarchitecture and macroarchitecture. Architectural approach to the design	2			6

	of information systems.				
Section II. Practical part					
Topic 12. Editing text	Learning how to edit the text - font, font size, alignment, indents, use of styles.		5		6
Topic 13. Designing forms	Obtaining the skills necessary to develop forms in Microsoft Word, namely: the distribution of space on the form; creating a header in a document; creating blank lines in a document; creating a signature strip; use of headers and footers; adding background; creating an underlay.		5		6
Topic 14. Tables	Learning how to create tables, how to edit them and how to design in the documentation.		5		6
Topic 15. Pictures and Shapes	Explore different ways to work with pictures, shapes, and text boxes. Formatting in documentation.		5		6
Topic 16. Flow charts and formulas	Studying the principles of building flow charts and formulas. Formatting in documentation.		5		6
Topic 17. Creating a presentation	Learning the Microsoft Power Point tools needed to create presentations, namely creating, deleting and adding slides, adding text and pictures to a slide, creating a background, adding animation.		5		6
Topic 18. Using built-in formulas in Microsoft Excel	Learning the principles of creating spreadsheets, data types, principles of entering numeric and text data, building simple formulas. Building formulas containing various built-in functions. Table formatting.		6		7
Topic 19. Building charts in Microsoft Excel	Learning different types of charts, how to build and use them.		6		7
Control hours:					36
Total hours:		22	42	0	116

5. TEACHING AND LEARNING TOOLS OF THE COURSE

5.1 Recommended literature

Bibliographic description of the publication (author, title, type, place and year of publication, number of pages)	Digital resources
Trofimov, Valery Vladimirovich. Information technologies in economics and management in 2 p.. Part 1 : textbook for universities / V. V. Trofimov [et al.] ; edited by V. V. Trofimov. 3rd ed., trans. and add. Moscow : Yurayt, 2022. 269 p.	https://urait.ru/bcode/494762
Trofimov, Valery Vladimirovich. Information technology in Apostille and management in 2 p. Part 2: textbook DLA vuzov / V. V. Trofimov and others.]; edited by V. V. Trofimova. 3rd ed. trans. and add. Moscow: Yurit, 2022. 245 P.	https://urait.ru/bcode/494764

5.2 List of software (including national production)

- 7-Zip
- LibreOffice
- ОС АЛТ образование 10

5.3 List of reference systems and modern professional databases

№	Name of reference systems and professional databases
1.	Digital library Grebennikon.ru – www.grebennikon.ru
2.	Science Digital Library eLIBRARY – www.elibrary.ru
3.	Science Digital Library КиберЛеника – www.cyberleninka.ru
4.	Database ПОЛПРЕД Справочники – www.polpred.com
5.	Database OECD Books, Papers & Statistics on the platform OECD iLibrary www.oecd-ilibrary.org
6.	Legal reference system КонсультантПлюс (installed resource UNECON or www.consultant.ru)
7.	Legal reference system «ГАРАНТ» (installed resource UNECON or www.garant.ru)
8.	Information and referral system «Кодекс» (installed resource UNECON or www.kodeks.ru)
9.	Digital library system BOOK.ru - www.book.ru
10.	Digital library system ЭБС ЮРАЙТ – www.urait.ru
11.	Digital library system ЗНАНИУМ (ZNANIUM) – www.znanium.com
12.	Digital library UNECON – opac.unecon.ru

6. TECHNICAL FACILITIES

There are special rooms for lectures, seminars, coursework, group and individual consultations, current and interim assessments, as well as rooms for self-study.

The premises are equipped with equipment and teaching aids.

The rooms for students' independent work are equipped with computers with Internet connection and access to the university's electronic learning environment.

Name of classroom	Classroom location
Classroom 2009 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Special furniture and equipment: Educational furniture for 122 seats (study table 61 pcs., chairs 122 pcs.), the teacher's workplace, desk m/m, drawer 1 pc, chalk board 1 pc (3 sections), chair 1 pc, drawer 1 pc, chair 1 pc, Chair 2 pcs., Intel i3-2100 2.4 Ghz /4Gb/500Gb/Acer V193 19" - 1 pc, Sound projector Yamaha YSP-3000 - 1 pc, Projector stand with camera decks - 1 pc, Projection screen draper - 1 pc, Multimedia projector Type 2 Panasonic PT-VX610E - 1 pc, Screen Media D1 ceiling bracket - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, B, P
Classroom 2011 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and	191023, St. Petersburg, Griboedova canal, 30-

equipment: Educational furniture for 118 seats, teacher's workplace, desk - 1 pc, chalk board (3 sections) - 1 pc, marker board - 1 pc, desk - 1 pc, desk - 1 pc, drawer - 1 pc, chair - 3 pcs., Computer Intel i3-2100 2.4 Ghz /4Gb/500Gb/Acer V193 19" - 1 pc, ScreenMedia Champion 244x183cm SCM-4304 - 1 pc, Panasonic PT-VX610E multimedia projector - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	32, lit. A, Б, P
Classroom 2028 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 44 seats, teacher's workplace, chalk board (one section) - 1 pc, chair - 1 pc, table - 1 pc, chair - 3 pcs. Portable multimedia set: HP 250 G6 1WY58EA laptop, LG PF1500G multimedia projector. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P
Classroom 2045 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 78 seats, teacher's workplace, chalk board (3 sections) - 1 pc, chair - 1 pc, chairs - 2 pcs. Portable multimedia set: HP 250 G6 1WY58EA laptop, LG PF1500G multimedia projector. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P
Classroom 2052 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 88 seats, teacher's workplace, chalk board (3 sections) - 1 pc, desk - 1 pc, table - 2 pcs, chair - 2 pcs, Computer Intel i3-2100 2.4 Ghz/500/4/Acer V193 19" - 1 pc, Multimedia projector Type 2 Panasonic PT-VX610E - 1 pc, ScreenMedia Champion 244x183cm SCM-4304 motorized screen - 1 pc, MW Cinerollo 200*200cm manual spring loaded screen - 1 pc, Multimedia projector Type 2 Panasonic PT-VX610E - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P
Classroom 2060 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 82 seats, a teacher's workplace, chalk board (3 sections) - 1 pc., chair - 1 pc., table - 1 pc., chair - 2 pcs., Computer Intel i3-2100 2.4 Ghz/500/4/Acer V193 19" - 1 pc., Multimedia projector Panasonic PT-VX610E - 1 pc., Screen with electric drive ScreenMedia Champion 203x153cm (SCM-4303) - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P
Classroom 2061 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 80 seats, teacher's workplace, table - 1 pc, chalk board (3 sections) - 1 pc, pulpit - 1 pc, chairs - 2 pcs. Portable multimedia set: HP 250 G6 1WY58EA laptop, LG PF1500G multimedia projector. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P
Classroom 2023 Computer room (for practical classes, course design (coursework) using computer technology), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 48 seats, teacher's workplace (computer desk - 1 pc.), wheeled marker board - 1 pc, 3 sectional marker board - 1 pc, desk - 1 pc, iso chair - 7 pcs, chair -1 pc, blinds - 3 pcs., Computer i5-8400/8GB/500GB_SSD/Viewsonic VA2410-mh -34 pcs, Switchboard Cisco Catalyst 2960-48PST-L (including SmartNet Service Contract CON-SNT-2964STL)	191023, St. Petersburg, Griboedova canal, 30-32, lit. A, Б, P

- 1 pc, Wi-Fi Access Point Type1 UBIQUITI UAP-AC-PRO - 1 pc, NEC M350 X projector - 1 pc, Local Area Network Switch (48 ports) Cisco WS-C2960+48PST-L - 1 pc, ProCurve Switch 2626 - 1 pc, Intel pentium x2 g3250 computer /500gb / philips 21.5' monitor - 1 pc, Ubiquiti IP video camera - 1 pc, Wireless access point/UNI FI AP PRO/Ubiquiti - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	
Classroom 2034 Computer room (for practical classes, course design (coursework) using computer technology), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 25 seats, teacher's workplace (table 1pc., chair 1pc.), marker board 1pc, Rack hanger 2pcs, chairs 3pcs.Computer I5-7400/8Gb/1Tb/DELL S2218H - 21pcs, Network switch Cisco WS-C2960-48TT-L (Catalyst2960) 48-ports 10/100Mbps+2p - 1 pc, Switchboard Cisco Catalyst 2960 24 WS-C2960-24PC-L - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191023, St. Petersburg, Griboedova canal, 30- 32, lit. A, B, P

7. METHODOLOGICAL GUIDELINES FOR STUDENTS

The following documents should be made available to the trainee before the start of the course:

- training and methodological documentation;
- local normative acts regulating the main issues of the organisation and implementation of educational activities, including those regulating the procedure for current monitoring and interim assessment of students;
- the schedule of consultations of the teaching staff.

The level and depth of mastering the discipline is determined by the active and systematic work of students in lectures, seminars, independent work, including in terms of identifying the most significant and relevant problems for further study. A special condition for qualitative mastering of the discipline is an effective organisation of work, which allows distributing the academic workload evenly in accordance with the schedule of the educational process.

When preparing for classes, students have the opportunity to attend consultations with the staff of UNECON according to the timetable set out in the schedule of consultations.

The students' in- and out-of-classroom work should aim to form:

- the fundamentals of the learner's world view and scientific understanding;
- basic knowledge relevant to the training area and the declared professional field, forming the target and professional basis for training;
- professional competences oriented towards the needs of the labour market;
- an individual trajectory by mastering a unique set of professional competences that complement the learner's competence model, through a focus on specific professional specialised areas of knowledge defined by labour market representatives;

– metha-skills for learners, such as teamwork and leadership, data analysis, digital skills, project design and implementation, intercultural interaction.

8. SPECIFICATIONS FOR TEACHING DISABLED PERSONS

Students with disabilities, if necessary, are taught on the basis of an adapted work programme using special teaching methods and didactic materials that take into account the particularities of their psychophysical development, individual capacities and health status.

In order for disabled persons and persons with disabilities to master the curriculum, the University shall ensure that:

– for the visually impaired and visually impaired: availability of information on the timetable in accessible places and adapted forms for learners who are blind or visually impaired; presence of an assistant to assist the learner as needed; production of alternative formats of teaching materials (large print or audio files);

– for the hearing-impaired and hearing-impaired: adequate sound reproduction of information;

– for persons with disabilities and persons with mobility impairments: the possibility of unimpeded access for students to classrooms, restrooms and other areas of the department, as well as their stay in these areas.

Learners with disabilities and persons with disabilities are provided with printed and/or electronic educational resources in forms adapted to their disabilities. The education of students with disabilities may be organised with other students or in separate groups or organisations.

ASSESSMENT RESOURCES

1.1 Control tasks and assignments for interim attestation

1. Historical aspects of the development of information systems and technologies.
2. Causes of the information society.
3. Definition and characteristics of the information society
4. Information resource, product, service
5. Overview of basic information processes.
6. The concept of IP. Purposes of IS creation.
7. Supporting IS subsystems.
8. The structure of the IS design process.
9. Principles of creation and functioning of IS.
10. IP classification.
11. IS design stages.
12. Documentation of the IS design process.
13. Life cycle of IS software and its models.
14. Software life cycle processes.
15. Cascade models of the life cycle of IS software.
16. Spiral models of the life cycle of IS software.
17. Incremental life cycle models for IP software.
18. Flexible models of the life cycle of IS software.
19. The concept of IS architecture. Types of IS architectures.
20. Design patterns and antipatterns.

1.2 Topics for written task

Is not provided by the work programme of the discipline.

1.3 Interim checkpoints

Number	Type	Method of conduct	Topic number
1	Practical work	with the help of technical means and information systems	12-15
2	Practical work	with the help of technical means and information systems	16-19
3	Monitoring	with the help of technical means and information systems	1-11

1.4 Other assessment objects

Is not provided by the work programme of the discipline.

1.5 Self-study

Name of self-study	Topic number
Essay writing	1-11

1.6 Grading scale

Scales of assessment and procedures for assessing learning outcomes of the discipline are regulated by the Regulations on the current control of progress and interim attestation of students in higher education programmes and the Regulations on the scoring and rating system.

A grading and rating system is used to assess the learning outcomes of the discipline:

The final control of the discipline is an examination (or a differentiated test), the final grade being formed in accordance with the scale given in the table below:

Points	Grade
≤ 54	fail
55-69	satisfactory
70-84	good
≥ 85	excellent

Grading scale

2 (points to 54)	Demonstrates a lack of understanding of the problem. Many of the requirements of the assignment are not met. An initial perception of the material is demonstrated. The work is incomplete and/or plagiarized.
3 (points 55-69)	Demonstrates a partial understanding of the problem. Most of the requirements of the task have been met. Mastery of the elements of the assigned material. The material is mostly clear and coherent.
4 (points 70-84)	Demonstrates considerable understanding of the issue by the discipline. All requirements of the assignment are fulfilled. The content of the completed tasks is disclosed and examined from different perspectives.
5 (points 85-100)	Demonstrates full understanding of the problem. All requirements of the assignment are fulfilled. Demonstrates proficiency in the discipline. The completed assignments are holistic, complete, structured, present different points of view and demonstrate creativity.