



## Syllabus Course Program



# Information Technology in Management

**Specialty**

073 – Management

**Institute**

Institute of Education and Science in Economics,  
Management and International Business

**Educational program**

Management of organizations and administration

**Department**

Management (204)

**Level of education**

Bachelor's level

**Course type**

Mandatory

**Semester**

6

**Language of instruction**

English

## Lecturers and course developers

**Valentin Kovshik**

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Ph.D. (C.Sc.) in Economic Sciences, associate professor of Management department

Authored and co-authored over 30 scientific and methodological publications. Courses: Operations management, Supply chain management, Logistics management, Information technology in management, SMM management

[More about the lecturer on the department's website](#)

## General information

### Summary

The Information Technology in Management course develops the knowledge and skills necessary to effectively manage business processes related to usage of information technologies, including computers, software and networks. During the course, students will learn how to organize, plan, implement, control and improve IT technologies in management, effectively achieve strategic objectives of the company with them.

### Course objectives and goals

Mastering theoretical knowledge and practical skills in the field of information technologies in management. Formation of understanding of theoretical principles, categories, modern concepts and practical methods of utilization of modern technology in operational and administrative activities to achieve strategic objectives and goals.

### Format of classes

Lectures, laboratory classes, self-study. Individual assignment (calculated task). Final control in the form of an exam.

## Competencies

GC03. The ability for abstract thinking, analysis, synthesis.

GC04. The ability to apply knowledge in practical situations.

GC05. Knowledge and understanding of the subject area and understanding of the professional activity.

GC08. The ability to use information and communication technology.

GC09. The ability to learn and to master modern knowledge.

SC07. The ability to choose and use modern tools of management.

SC11. The ability to create and organize effective communication in the process of management.

## Learning outcomes

LO 03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO 04. To demonstrate the ability to identify problems and justify managerial decisions.

LO 06. To demonstrate the skills related to search, collection, and analysis of information, calculation of indicators for substantiation of managerial decisions.

LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, to be critical and self-critical.

## Student workload

The total volume of the course is 90 hours (3 ECTS credits): lectures - 12 hours, laboratory works - 24 hours, self-study - 54 hours.

## Course prerequisites

To successfully complete the course, it is necessary to have knowledge and practical skills from the following courses: "Economic Informatics", "Economic Statistics", "Introduction to Speciality (Introductory practice)", "Fundamentals of Management", "Theory of Organization", "Innovation Management".

## Features of the course, teaching and learning methods, and technologies

Lectures are delivered interactively with the use of multimedia technologies. Laboratory classes focus on the use of modern information technology and popular software tools that are required in real-world situations. Learning materials are available to students via OneNote Class Notebook, Google Classroom.

## Program of the course

### Topics of the lectures

Topic 1: Introduction to information technologies (IT) in management

Topic 2. Development of management information systems

Topic 3. Types of management information systems (MIS)

Topic 4. Electronic document management

Topic 5. Cybersecurity

Topic 6. Performance of IT in management

### Topics of the workshops

No workshops are included in the plan.

### Topics of the laboratory classes

Topic 1: Planning and organizing of IT implementation.

Topic 2. Basics of Agile methodologies. SCRUM planning.

- Topic 3. Project management software.
- Topic 4. Workflow management software.
- Topic 5. Business modelling software.
- Topic 6. Overview of ERP systems.
- Topic 7. Basics of databases. Microsoft Access overview and basic functions.
- Topic 8. Analysis of managerial information in Microsoft Excel
- Topic 9. Advanced data analysis features of Microsoft Excel
- Topic 10. Analysis of managerial information in Microsoft Power BI
- Topic 11. Development of a management dashboard in Excel
- Topic 12. Cybersecurity of IT.

## Self-study

The course involves learning additional materials regarding the topics of the lectures. Also, the course includes performing a calculation individual assignment related to processing of managerial information using spreadsheets and business intelligence software. The result is presented in a written report.

Students are also recommended additional materials (videos, articles) for independent study and analysis.

## Course materials and recommended reading

1. Bourgeois, D. T. (2014). Information Systems for Business and Beyond. Pressbooks. <https://pressbooks.pub/bus206/>
2. Lacher, M. (2023). Business Computers 365 Version 2.0. Minnesota State Community & Technical College, 268. <https://open.umn.edu/opentextbooks/textbooks/business-computers-365-lacher>
3. Information Systems: A Manager's Guide to Harnessing Technology. (2015). University of Minnesota Libraries Publishing. <https://doi.org/10.24926/8668.1101>
4. Haseeb, M., Hussain, H. I., Ślusarczyk, B., & Jermsittiparsert, K. (2019). Industry 4.0: A solution towards technology challenges of sustainable business performance. Social Sciences, 8(5), 154.
5. Excel help & learning. Import and analyze data (2023). <https://support.microsoft.com/en-us/office/import-and-analyze-data-ced3c4a6-272f-4c97-afbb-d3f27407fcde>
6. Get started with Power BI Desktop (2023) <https://learn.microsoft.com/en-us/power-bi/fundamentals/desktop-getting-started>
7. Muldoon, J. (2014) PMBOK® Summarized. <http://johnmuldoon.ie/wp-content/uploads/2014/08/PMBOK-Summarized.pdf>
8. Верескун, М. В. (2015). Методи оцінки ефективності впровадження інформаційних систем на промислових підприємствах. Теоретичні і практичні аспекти економіки та інтелектуальної власності, (1 (1)), 21–26.

## Assessment and grading

### Criteria for assessment of student performance, and the final score structure

100% final grade is the result of the final assessment (30%) and continuous assessment (70%).

**Final assessment:** exam (reporting on the individual assignment, answering open-ended questions) (30%)

**Continuous assessment:** mid-term test (30%); completion of the tasks during the laboratory classes (40%)

### Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

## Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management. Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

## Approval

Approved by

Date, signature

**Head of the department**  
Olena PROKHORENKO

Date, signature

**Guarantor of the educational program**  
Olena LINKOVA