

Title of the Course		INFORMATION MANAGEMENT	
Amount in credit points/ ECTS)	2/3	Volume (in hours)	80
Prior knowledge	-		
Science Sector	Computer Science		
Science Subsector	Data Processing Systems and Computer Networks		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		8	
Individual work/ discussions in distance		16	
Exams/tests		8	
1 st level professional study programme	Office Management		
Author(s) of the course	Mg. sc.ing. Inese Urpena		
Lecturer(s) of the course	Mg. sc.ing. Inese Urpena		
Goal of the course:	To build an understanding about information management and to develop information and communication technology (ICT) skills to students, that has an essential importance in ensuring internal and external information circulation for obtaining professional goals as well as to promote development of analytical skills by researching and selecting the appropriate hardware and applications for fulfilling a specific task.		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 40% Exam – 60% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. Knowledge: 1.1. A student relate the importance of information management to the achievement of the strategical goals of an organisation. 1.2. A students compares different methods of rational information usage. 1.3. A students defines the rules and meaning of intellectual property and data protection.			
2. Skills: 2.1.A student demonstrates how to obtain, process and share information in MS Windows and internet. 2.2. A student evaluates and chooses ICT tools to structure and manage information resources in information systems. 2.3. A student analyses and collects data, are able to use it to search for creative solutions and making decisions, are able to present the result as audio and video information.			
3. Competences: 1.1. A student integrates the theoretical knowledge in their professional career, do and oversee such			
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work activities, which, in collaboration with other colleagues, clients and management, require clearly defined and creative solutions.

1.2. A student makes informed decisions in obtaining quality information, accumulation, processing and passing it on, to analyse processes and to model development tendencies.

1.3. A student construes the importance of information systems as precondition of successful professional career.

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	ICT tools for managing information exchange flow, national information systems	8	4	1	2	8
2.	Automation of creating documents, blanks forms and document series		6	1	2	
3.	Social networks, means of group collaboration, cloud data storage		6	1	2	
4.	Understanding of the importance of databases in organisation's work, designing database		6	1	2	
5.	Designing of information system of organisation, implementation, maintenance and usage		4	1	2	
6.	Statistical data analyses and visual interpretation of organisation performance indicators		6	1	2	
7.	Physical and logical security of computer systems		4	1	2	
8.	Structuring of summaries and visual presentation		4	1	2	
TOTAL:		8	40	8	16	8
80						

Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge	To name and recognise terms and meanings	To recognise, use terms and meanings in specific situations	To understand problem situations and the importance of their solutions in wider social context
Skills	To discuss about terms and meanings, to use them according to instructions	To choose reasonably and use terms and meanings in specific situations	To evaluate problem situations, to look for alternative solutions, to make best choice decisions and to present them
Competences	To recognise and responsibly evaluate specific problem situations, to make decisions to take the necessary actions	To create solutions for the problem situations based on critical thinking	To analyse problem situations, to plan their alternative solutions and to organise activities accordingly by foreseeing the development trends of the professional sphere and evaluating aspects of data protection

Acknowledgement of the obtained study results

Study Results	1.1.-1.3.	2.1.-2.3.	3.1.-3.3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature

1.	Kenneth C. Laudon, Jane P. Laudon. (2019). Essentials of management information systems. ISBN 9781292253350.
2.	Informācijas tehnoloģiju drošības incidentu novēršanas institūcija. Pieejams: https://cert.lv/lv
3.	Valsts reģionālās attīstības aģentūra. IT risinājumi. Pieejams: https://www.vraa.gov.lv/lv/valsts-regionalas-attistibas-agenturas-struktura
4.	VARAM. (2020). Valsts informācijas sistēmu drošība Pieejams: https://www.varam.gov.lv/lv/valsts-informacijas-sistemu-drosiba

Additional Literature

1. Wayne, W. (2019). Microsoft Excel 2019. Data Analysis and Business Modeling (Business Skills). Microsoft Press. ISBN-13 : 978-1509305889
2. Nordell, R. (2019). Microsoft Office 365: In Practise, 2019 Edition. McGraw-Hill Education. ISBN-9781260079906.
3. Datu bāzes pamati. Pieejams: <https://support.microsoft.com/lv-lv/office/datu-b%C4%81zes-pamati-a849ac16-07c7-4a31-9948-3c8c94a7c204>
4. Valsts informācijas sistēmu likums: <https://likumi.lv/doc.php?id=62324>
5. Microsoft palīdzības resursi <https://support.microsoft.com/lv-lv>

Recommended Periodicals

1. Lursoft, Lursoft IT 1997 – 2021. Pieejams: <https://www.lursoft.lv/>
2. eBook Academic Collection (e-grāmatas). Pieejams: <http://www.lnb.lv/lv/tiessaistes-abonetas-datubazes/ebook-academic-collection>
3. BVK mājas lapa - Elektroniskās datu bāzes: <https://www.bvk.lv/studentiem/>