

Title of the Course		INFORMATION MANAGEMENT	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Grounding	-		
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. level professional study programme	Law		
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. The student understands the importance of information management in reaching the strategical goals of organisation. 1.2. The student knows different methods of rational information usage. 1.3. The student has understanding about the rules and meaning of intellectual property and data protection. 2. Skills: 2.1. The student is able to obtain, process and share information in MS Windows and internet. 2.2. The student evaluates and chooses ICT tools to structure and manage information resources in information systems. 2.3. The student analyses and collects data, uses it to search for creative solutions and decision making, presents the result as audio and video information. 3. Competence:			
For general use	Valid from 14.01.2020.	Version 1	page 1 from 4

- 3.1. The student uses theoretical knowledge in professional career, does and oversees such work activities, which, in collaboration with other colleagues, clients and management, require clearly defined and creative solutions.
- 3.2. The student makes informed decisions in obtaining quality information, accumulation, processing and passing it on, analyses processes and models development tendencies.
- 3.3. The student understands 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 - Discussions in distance. Description of the individual task is available in the E- studies.	Exams/tests
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	
<b>TOTAL:</b>		8	40	8	16	8
<b>80</b>						

**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%)
<b>Knowledge</b>	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
<b>Skills</b>	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
<b>Competencies</b>	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**

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

**Core Literature**

1.	Laudon, K., Laudon, J. (2011) Essential of Management Information Systems. 9th ed. USA: Pearson Education, Inc. 26-44 p.
2.	Cox, J. & Lambert, J. (2014). Microsoft Access 2013: Step by Step. Washington: Microsoft Press. ISBN 9780-7356-6908-6.
3.	Spriec R. (2005) Information Systems of Evaluation of Project Efficiency: Process. Methods. Usage. Riga: S&G, 153 p.

**Additional Literature**

1.	Percy, R. (2006). Information Management. Riga: Jumava. (Office Series). ISBN 9984-35-071-8
2.	Kinis, U. (2002) Basic Principles of Information and Communication Law. From: Information and Communication Law. Volume I. Author collective U. Kina zinātniskā redakcija. Riga: Biznesa augstskola Turība.
3.	Kinis, U. (2002) Cyber Crimes. From: Information and Communication Law. Volume II. U. Kina zinātniskā redakcija. Riga: Biznesa augstskola Turība.
4.	eBook Academic Collection (e-books). <a href="http://www.lnb.lv/lv/tiessaistes-abonetas-datubazes/ebook-academic-collection">http://www.lnb.lv/lv/tiessaistes-abonetas-datubazes/ebook-academic-collection</a>

**Recommended Periodicals**

For general use	Valid from 14.01.2020.	Version 1	page 3 from 4
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1.	National Information Systems Law <a href="https://likumi.lv/doc.php?id=62324">https://likumi.lv/doc.php?id=62324</a>
2.	BVK web page – Electronic Databases <a href="https://www.bvk.lv/studentiem/">https://www.bvk.lv/studentiem/</a>
3.	<i>Microsoft Office</i> Programs (Access 2016 Access 2013 Access 2010 Access 2007) <a href="https://support.office.com/lv-LV/article/Piek%C4%BCuves-2016-specifik%C4%81cijas-0cf3c66f-9cf2-4e32-9568-98c1025bb47c#_toc296343505">https://support.office.com/lv-LV/article/Piek%C4%BCuves-2016-specifik%C4%81cijas-0cf3c66f-9cf2-4e32-9568-98c1025bb47c#_toc296343505</a>