

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	Organisation and management of government institutions. Commerce. Management of micro, small and middle enterprises. Accounting and finance planning. Law. Tourism and hotel services. Human resource psychology and human resource 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. <i>Knowledge:</i> 1.1. Students understand the importance of information management in reaching the strategical goals of organisation. 1.2. Know different methods of rational information usage. 1.3. Have understanding about the rules and meaning of intellectual property and data protection. 2. <i>Skills:</i> 2.1. Students are able to obtain, process and share information in <i>MS Windows</i> and internet. 2.2. Are able to evaluate and choose ICT tools to structure and manage information resources in information systems. 2.3. Are able to analyse and collect 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.			
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3. Competence:

- 3.1. Students are able to use theoretical knowledge in their professional career, do and oversee such work activities, which, in collaboration with other colleagues, clients and management, require clearly defined and creative solutions.
- 3.2. Students are able to make informed decisions in obtaining quality information, accumulation, processing and passing it on, to analyse processes and to model development tendencies.
- 3.3. Students understand 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 work/ discussions in distance	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	
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
Competencies	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 zinātniskaja redakcija. Riga: Biznesa augstskola Turība.
3.	Kinis, U. (2002) Cyber Crimes. From: Information and Communication Law. Volume II. U. Kina zinātniskaja redakcija. Riga: Biznesa augstskola Turība.
4.	eBook Academic Collection (e-books). http://www.lnb.lv/lv/tiessaistes-abonetas-datubazes/ebook-academic-collection

Recommended Periodicals

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