

IT Applications
Master Degree
Syllabus
3П 1.1
MBA 514
Specialty: 073 “Management”
Educational program “Business Administration”

Instructor: **Ruslana Selezneva, Ph.D.**

ECTS Credits: 6

Contact information:

US Credits: 3

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Course Description

IT Applications is the study about IT applications for business and management. IT Applications studies the theory of computation and the practice of designing software systems. IT local business-functional applications embedded in business processes, activities, products and/or services. Research and development work in IT area performed to create a situation-specific bridge between new or existing IT hardware and software technologies and the information needs/wants of a customer. The combination of proper hardware, software, and tailored application delivers a well-rounded IT solution for the customer's problem

Learning Outcomes

Upon successful completion of this course, students will be able to:

- PH.1. Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions;
- PH.2. Identify problems in the organization and justify methods for solving them;
- PH.3. Design effective management systems for organizations;
- PH.4. Substantiate and manage projects, generate business ideas;
- PH.8. Use specialized software and information systems to solve management problems of the organization.

Competences

- 3K1. Ability to conduct research at the appropriate level;
- 3K3. Information skills and communication technologies;
- 3K7. Ability to abstract thinking, analysis and synthesis.
- CK7. Ability to develop projects, manage them, show initiative and entrepreneurship;
- CK9. Ability to analyze and structure the problems of the organization, make effective management decisions and ensure their implementation;
- CK10. Ability to manage the organization and its development.

Internationality: international software, international textbooks.

Communications

For individual issues, students should contact the professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities

Time Commitment

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

Grading Policy

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth

	knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 225 points incl. (Midterm and Final exam are 60% of overall evaluation, where Midterm – 20% and Final – 40%)

- Test / Assignment / Project – 3/3 points (several times during the course)
- Midterm exam – 45 points
- Final exam – 90 points

Assignment Format

- All work should be shown in time. If the student misses the deadline – the task is failed.
- Midterm covered topics from previous lectures (weeks 1-7). It included multiple choice questions and cases (essays) and took about 1.5 hours.
- The Final exam covered all course material and included multiple choice questions and cases (essays). It lasts for 1.5 hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.

Academic dishonesty

• Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

1. Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication – altering or transmitting, without authorization, academic information or records.

- Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "0".
- In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.
- Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

**** NO MAKE –UP QUIZZES AND EXAMS****

Schedule

	Research Projects	Assignments Due	Points
Lecture 1	<i>Introduction to IT Applications</i> Intro to Wrike system. Subject, method, objects of Introduction to IT Applications	Review Lecture Test / Assignment	3/3
Lecture 2	<i>Wrike</i> Do registration and create project on Wrike Tool: Wrike	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 3	<i>Zoho People</i> Intro to <i>Zoho People</i> system. Do registration and create project on <i>Zoho People</i> Tool: <i>Zoho People</i>	<i>Review Lecture</i> <i>Test/Project</i>	3/3
Lecture 4	<i>Bitrix 24</i> Intro to <i>Bitrix 24</i> system. Do registration and create project on <i>Bitrix 24</i> Tool: <i>Bitrix 24</i>	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 5	<i>CRM systems</i> Types of CRM systems, application area, examples Tool: Cloud CRM	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 6	<i>ERP systems</i> Types of ERP systems, application area, examples Tool: ERPnext	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 7	<i>MS Access</i> Data bases on MS Access Tool: MS Access	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 8	MidTerm	<i>Review Lecture</i> Test / Assignment	45
Lecture 9	<i>MS Access</i> Data bases on MS Access. Tables, reports, queries, user forms Tool: MS Access	<i>Review Lecture</i> <i>Test / Assignment</i>	45

Lecture 10	<i>MS Access</i> Macros, module, SQL Tool: MS Access	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 11	<i>R Studio</i> Application area and main principals of usage Tool: R Studio	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 12	<i>R Studio</i> R Studio for advanced user Tool: R Studio	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 13	<i>Internet Analytics</i> Main principles and application area for internet analytics Tool: <i>Google Analytics</i>	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 14	<i>Project</i> Tool: <i>R Studio</i>	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 15	<i>E banking</i> <i>Software for e banking</i> Tool: <i>MonoBank software</i>	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 16	<i>Social nets</i> <i>Business Applications for social nets.</i>	<i>Review Lecture</i> <i>Test / Assignment</i>	3/3
Lecture 17	Final Exam		90
Total			225

Recommended Materials

1. Information Technology for Management, 2ed: Advancing Sustainable, Profitable Business Growth Paperback – 1 January 2021
2. Information Technology and Its Application in Business. Dr. Anant Kumar Srivastav. Thoroughly Revised and Enlarged Edition for B.Com. and M.B.A. Courses: 2019
3. Information Technology for Management Paperback by Ramesh Behl. 1 July 2017

* *The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 4 від 23.08.2022 року

Проректор з навчально-методичної роботи

Завідувач кафедри

Викладач

Л.І.Кондратенко

А.В.Кінаш

Р.В.Селезньова

