



Україна, 01601, м. Київ, вул. Пирогова, 9

ConcordiaUA

9, Pyrohova street, Kyiv, 01601, Ukraine

Тел./tel.: +38(044)236-90-85; моб./cell: +38(050)331-42-95

info@uacu.edu.ua • www.concordia.edu.ua

Data and IT Asset Management in Digital Ukraine

Master Degree

Syllabus

BOK 2.30

ITMU – 111

Speciality - 073 «Management»

Educational programs – «Information Technology Management»

Quarter/Year: Fall/2025

ECTS Credits: 6

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

US Credits: 3

Contact information:

ruslana.seleznova@uacu.edu.ua

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.2. Identify problems in the organization and justify methods for solving them;

PH.3. Design effective management systems for organizations;

PH.5. Plan the activities of the organization in strategic and tactical sections;

PH.7. Organize and carry out effective communications within the team, with representatives of various professional groups and in the international context;

PH.8. Use specialized software and information systems to solve management problems of the organization;

PH.9. Be able to communicate in professional and scientific circles in the state and foreign languages;

PH.10. Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional problems;

PH.12. Be able to delegate authority and management of the organization (unit)

Competences

IK Ability to solve complex problems and problems in the field of management or in the learning process, involving research and / or innovation in the uncertainty of conditions and requirements

3K2. Ability to communicate with representatives of other professional groups from different levels (with experts from other fields of knowledge / types of economic activity);

3K5. Ability to act on the basis of ethical considerations (motives);

CK2. Ability to set values, visions, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans;

CK4. Ability to effectively use and develop the organization's resources;

CK5. Ability to create and organize effective communications in the management process;

CK6. Ability to form leadership qualities and demonstrate them in the process of managing people;

CK8. Ability to use psychological technologies at work with staff

Internationality: Internationality: international textbooks and international software

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.

Attention! Official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

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.

Students are responsible for following the schedule, attending classes, completing assignments on time and to the required standards, and maintaining academic integrity. These responsibilities are not open for discussion with instructors or the dean's office.

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 consultations 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 70%.

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:

Bachelor

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

Master

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)
35% - 69%	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

E	material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
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 – 300 points incl. (Midterm and Final exam are 70% of overall evaluation, where Midterm – 30% and Final – 40%)

Test / Assignment / Project – 3/3/3 points (several times during the course)

Consultations – 30 points (10-15% of the total for the course are allocated for consultations)

Midterm exam – 90 points

Final exam – 120 points

Student Workload

It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours of working on lecture materials (including consultations) and 7 academic hours of personal work. Personal work includes independent study of course literature and digital governance frameworks, analysis of case studies on data and IT asset management in Ukraine and abroad, preparation of short reports or presentations on best practices in digital transformation.

.Please pay attention that 1 academic hour equals to 40 minutes.

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 1-6). It included multiple choice questions and cases (essays) and took about 45 min.
- 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.
- After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.

Academic dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. 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. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).
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.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

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

Lecture	Research Projects	Assignments Due	Points
1	Introduction to Data and IT Asset Management – Concepts, goals, and importance in modern organizations.	Test/Task	3/3
2	Digital Transformation in Ukraine – National digital strategy, Diia ecosystem, and e-governance.	Test/Task	3/3
3	Data Governance and Policy Frameworks – Roles, responsibilities, and best international practices.	Test/Task	3/3
4	Lifecycle of IT Assets – Acquisition, deployment, maintenance, and disposal.	Test/Task	3/3
5	Information Systems and Infrastructure Management – Hardware, software, and cloud resource management.	Test/Task	3/3
6	Data Quality and Metadata Management – Standards, data validation, and metadata cataloging.	Test/Task	3/3
	Midterm (7 th) 30% out of total amount of points for the course	Test	90
7	Cybersecurity and Risk Management – Protecting IT assets and ensuring data integrity.	Test/Task	3/3
8	Regulatory and Legal Aspects – Ukrainian legislation, GDPR compliance, and data sovereignty.	Test/Task	3/3
9	Financial and Strategic Aspects of IT Asset Management – Budgeting, cost optimization, and value assessment.	Test/Task	3/3
10	Digital Tools for Asset Monitoring and Control – ITAM software, CMDB systems, and automation.	Test/Task	3/3
11	Data Storage, Backup, and Recovery	Test/Task	3/3

	– Policies, technologies, and disaster recovery planning.		
12	Sustainability and Green IT Management – Energy efficiency and sustainable asset lifecycle.	Test/Task	3/3
13	Human Factor and Change Management in Digital Projects – Training, communication, and leadership in transformation.	Test/Task	3/3
14	Best Practices and Case Studies Examples from Ukrainian public sector and global corporations.	Test/Task	3/3
15	Final Project: Building a Data and IT Asset Management Strategy	Test/Task	3/3
	Final (17 th class) 40% out of total amount of points for the course	Test	120

Recommended Materials

Core Textbooks

1. **IT Asset Management: A Pocket Survival Guide** – J. Hankins, The Stationery Office, 2021.
2. **Data Management for Researchers: Organize, Maintain and Share Your Data for Research Success** – K. Briney, Pelagic Publishing, 2015.
3. **Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance** – E. Turban et al., Wiley, 2023.
4. **Data Governance: How to Design, Deploy and Sustain an Effective Data Governance Program** – J. Ladley, Academic Press, 2020.
5. **IT Asset Management Foundation (ITAMF): Courseware** – J. van Bon, Van Haren Publishing, 2020.

Additional Readings

6. **Digital Strategy of Ukraine 2030** – Ministry of Digital Transformation of Ukraine (official policy document).
7. **OECD Digital Government Review of Ukraine** – OECD Publishing, 2022.
8. **ISO/IEC 19770 Series** – International standards for IT Asset Management.
9. **COBIT 2019 Framework** – ISACA, for IT governance and control.
10. **ITIL® 4: Create, Deliver and Support** – AXELOS, 2020.

Online Resources

11. **Diia Portal and Digital Transformation Reports** – <https://diia.gov.ua>
12. **Government CIO Council (GCIO)** – Best practices in public sector IT management.
13. **EDX / Coursera Courses on Data Governance, Digital Transformation, and IT Asset Management.**
14. **National Cybersecurity Coordination Center (NCCC) of Ukraine** publications and reports.

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

Протокол засідання кафедр № 4 від 26.08.2025 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



А.В.Кінаш



