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| **Course unit title** | **OFFICE AND MANAGEMENT INFORMATION SYSTEMS** |
| **Course unit code** | InfT6007 |
| **Type of course unit** | B part – Restricted option |
| **Level of course unit** | 2nd cycle (Master) |
| **Year of study** | - |
| **Semester** | II |
| **Number of ECTS credits** | 3 |
| **Name of lecturer(s)** | Dzintars Tomsons, Mg.sc.comp. |
| **Learning outcomes of the course unit** | **Aims of the course**  To develop understanding of organisation's office and management information systems, their aims, general conceptions, preferentials and problems of implementation, mainating and usage  **Objectives of the course**   * To acquaint students with basics of mangement theory and management's functions, organisation theory, manager and managerial styles' main models and approaches in problem solving and decision making, motivation and management of change theories.   To impart basic knowledge of information system's role and usage in institutions and enterprises  **Results of the course (competences to be developed)**  Knowledge about office and management information systems, their usage possibilities in enterprises and institutions. Skills and abilities in usage of information systems for creation of alternative decisions, analysis and decision making. |
| **Mode of delivery** | Face-to-face |
| **Prerequisites and co-requisites** | Project management |
| **Recommended optional programme components** | - |
| **Course contents** | The aim of the course - to develop understanding of organisation's office and management information systems, their aims, general conceptions, preferentials and problems of implementation, maintaning and usage, impart knowledge and master skills in development of information system and in usage of decision support systems. |
| **Course plan** | |  |  | | --- | --- | | **Theme** | **Sub-theme** | | 1. Introduction in information systems | Role of information nad communication technologies in organisations  Information systems' components  Problems of information systems' development | | 1. Decision making | Process of decision making  Decision support systems | | 1. Quantitative methods in decision making | Descriptive statistics | | Statistical models | | Optimization and mathematical programming | | 1. Modelling in decision making | Substance of modelling and simulation | | Mass services systems | | Monte Carlo models | | 1. Business technologies | IKT infrastructure in enterprises. Telecomunications, nets, Internet. Wireless technologies. IP telephony. Team's work supporting tools. Management software tools. Work with office equipment | | E-business systems. E-business.  E-management. E-studies | | Office software | | 1. Geographical information systems' usage in organisation | Overview on geographical information systems | | 1. Ethical and social problems of information and communication technologies | Copyright  Cybercrime  Law of physical person's data protection | | 1. Usage features of opened source code software | Substance of opened source code software. Its pluses and minuses. Examples. | | 1. Data base technologies and data storage | Data base designing modern tools  Data storages: Access, methods, tools. Metadata. | | 1. Knowledge management | Learning organisations)  Substance and tools of knowledge manegement | |
| **Recommended or required reading** | Forands I. Biznesa vadības tehnoloģijas. Rīga, 2004.Meredith, J.R., Shafer, S.M., Turban, E. Quantitative Bussiness Modeling. Thomson Learning, 2002.Eppen G.D., Gould F.J., Schmidt C.P. Introductory Management Science: Decision Modeling with Spreadsheets. 4th ed. Prentice-Hall, 1998.  1. Schwalbe K. "Information Technology Project Management, Second Edition." - Course Technology. Thomson Learning, |
| **Planned learning activities and teaching methods** | Lectures, practical works, seminars, student's individual work |
| **Assessment methods and criteria** | **Test**  Students have to fulfil all tasks of individual work.  Students are divided into teams - in each 3-4 people at the begining of the course. Each team's task is collectively to prepare a lecture about chosen theme. Lecture's materials are binded in one set and handed in for assessment to university lecturer. Each member of the team reads a report about one sub-theme of team's chosen theme during the lecture. |
| **Language of instruction** | English |
| **Work placement(s)** | N/a |