Syllabus of Course:

AUTOMATED WORKPLACE OF THE MANAGER

Degree of higher education:	master
Specialty:	
Year of preparation:	2
Teaching semester:	spring
Number of ECTS credits:	3
Teaching language (s):	English
Type of semester control	*Test*

Course author and lecturer:

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Abstract of the training course

Objectives of the course:	The materials presented in the course are aimed at forming a set of professional competence to create and improve automated workplaces using the latest information and communication technologies to improve the level and quality and efficiency of automation of management processes.
Learning outcomes:	Ability: to classify information systems and technologies used in the process of automation of the manager's workplace; to give a comprehensive description of information systems in management used in the automation of jobs; to apply various types of modern information technologies for workplace automation; to evaluate the quality and effectiveness of packages of applied programs for the processing of management information, compare them with analogues; apply methods, software tools and computer technologies focused on improving job automation.
Prerequisites for studying:	Prerequisites of the discipline are the following disciplines: "Methodology of systems approach and research", "Information systems and technologies".

The purpose and tasks of the course

The purpose of teaching the discipline "Automated workplace of the manager" is the formation of higher education students' knowledge of modern information systems and technologies, as well as practical skills in their use in creating and improving automated workplaces, assessing the effectiveness of these systems and technologies.

The purpose of lectures on the discipline "Automated workplace of the manager" is to provide a sufficient level of theoretical knowledge necessary to understand the principles of automation of workplaces with the help of modern information technology.

The purpose of practical classes in the discipline is to consolidate theoretical knowledge and acquire practical skills in using information systems and technologies to automate management processes.

The purpose of independent work in the discipline is to systematize and consolidate the acquired theoretical knowledge and practical skills; formation of skills to use normative and special literature; development of cognitive abilities.

The subject of the discipline is: patterns of automation of management processes with the use of information systems and technologies.

The tasks of the discipline is: to acquaint higher education seekers with the current state of information technology development and the basic principles of using information systems and technologies in the automation of management processes; implementation of practical training of applicants to form and use automated workplaces with the involvement of advanced information technologies, acquisition of practical skills in applying information systems and technologies in activities, developing the ability to apply in professional activities basic methods and principles of automation of management processes; development of logical and analytical thinking; formation of skills of independent work with traditional literature and sources on the Internet.

The knowledge and skills acquired at the second (master's) level in the study of the discipline will be developed at the level of training of doctors of philosophy in the performance of scientific works and dissertation research.

The knowledge and skills acquired in the study of the discipline will be used in a professional context by managers of institutions and organizations in order to automate management processes.

Acquired competencies

As a result of studying this training course, the applicant will acquire the following competencies, which consists in the ability:

1) classify information systems and technologies used in the process of automation of the manager's workplace;

2) give a comprehensive description of information systems in management, used in the automation of jobs manager;

3) use different types of modern information technology to automate the manager's workplace; social and communication skills soft-skills;

4) evaluate the quality of management software application packages, compare them with analogues;

5) choose and apply the most optimal methods, software tools, computer technology, aimed at improving the automation of the manager's workplace.

Course structure

№	Topic	Hours (Lectures / Laboratory / Practical) by forms of education	Concise content	Tools and tasks
1.	Topic 1. The essence of the automated workplace of the manager (AWM).	full-time edu-cation 2,5/0/2,5 external form of edu-cation 1/0/0	Prerequisites for the creation of AWM. The essence of the process of automation. Information as a subject of activity in the organization. The concept and purpose of the AWM. A set of information, technical, mathematical and software tools. Classification of AWM and general characteristics of classification groups. Structural elements of the AWM. Automated jobs of the head of the enterprise, accountant, economist, head of personnel, marketer and others. Basic principles of building AWM. Use of modern computer technology. Possibilities of access to local, regional and global networks. Installation of standard and specialized software. Maintaining a single database. Methodology and stages of AWM creation. Improving the effectiveness of information processing processes in the implementation of the AWM. The role of the AWM in the decision-making process. Methods and tools for comprehensive assessment of problems of automated preparation and decision-making. Analysis and forecasting of decisions in the AWM.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures
2.	Topic 2. Basic principles of implementation of AWM in organizations.	full-time edu-cation 2,5/0/2,5 external form of edu-cation 1/0/0	The main goals of AWM implementation. Means of meeting information needs. Effective use of information resources. Improving the quality of information. Creating an information system and expert systems. Improving the creative component of the work of the head. Information model of AWM system in the organization. Complex of software. Legislative information systems. Internet. Email. E-office model. Information flows in the electronic office. Technological process of interaction of AWMs of managers and specialists in a single information system of the organization. Technical support of the AWM and its characteristics. Levels of technical means system. Central server, cash servers, personal computers, printers, electronic cash registers. Automatic input system.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures
3.	Topic 3. Information support of the manager's AWM.	full-time edu-cation 2,5/0/2,5 external form of edu-cation 1/0/0	Information needs of the organization's specialists. Information resources, means of providing information to users in a timely manner. Preservation and recovery of information. Automation of data reliability and completeness control functions. Model of the structure of information support of the specialist. Information support. Information fund. Service Information Fund. Information exchange system. Basic principles of organization of information support of the AWM: unity of purpose, unity of action, complexity, priority, selectivity, specificity, manufacturability, efficiency. Tasks that arise before managers in the process of providing information to the AWM. Comprehensive information activities at the enterprise. Introduction of modern information technologies. Recruitment for information activities. Assessment of the quality of the organization of information support of the AWM. Quality criteria: usefulness, adequacy, cost. Interdependence of criteria.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures
4.	Topic 4. AWM software.	full-time edu-cation 2,5/0/2,5 external form of	Modern software products: purpose, structure and features of use. Local systems: "1C", "BEST", "In Team", "Office Tools", "Delo Pro". Integrated systems: "Infosoft", "FinExert", "Galaxy", "Sail", "Platinum SQL", "SAP R / 3", "Baan".	Participation in the discussion. Tests. Individual tasks. PowerPoint

					presentations. Video lectures
		edu-cation 1/0/0			
5.	Topic 5. Functional aspects of the AWM as an element of an automated information system.	full-time edu-cation 2,5/0/2,5 external form of edu-cation 0/0/1	Functional subsystems of the automated information system. Users of information for each subsystem. Creation and use of AWM in the conditions of functioning of the automated information system. Subsystem of material values management. Formation and maintenance of normative and reference information. Automated processing of primary income and expenditure documents. Automated preparation of reports on accounting and movement of tangible assets of the enterprise. Warehouse information subsystem. Automation of operations of accounting of goods and other inventory stored in the warehouse. Marketing automation subsystem. Automated accounting of sales of products and services. Accounting for receipts, sales and product balances. Personnel automated subsystem. Automated management of personal files, staffing, accounting for going to work, scheduling vacations. Automated personnel documentation. Compilation of statistical reporting. Planning and economic subsystem. Carrying out of the automated analysis and planning of financial and economic activity of the organization, diagnostics of its financial and economic condition, carrying out of an assessment of solvency. Accounting subsystem. Automated accounting of cash on hand, on the current account. Accounting for goods. Accounting for payments to suppliers. Automated formation of payment bank documents. Automated preparation of financial statements. Electronic document management subsystem. Characteristics, composition and purpose. Information retrieval technologies.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures
6.	Topic 6. The use of universal application packages to automate the manager's workplace.	full-time edu-cation 2,5/0/2,5 external form of edu-cation 0/0/1	Characteristics of universal application packages used to automate the workplace. Microsoft Office integrated application suite. Principles and directions of using the Microsoft Excel spreadsheet process in the process of automating the work of the manager. Creation of databases, knowledge bases and information systems. Construction of spreadsheets, macros, hyperlinks. Development and design of the interface of specialized information systems for ease of use. Principles and directions of using Microsoft Word text editor in the process of work automation. Creation, storage and use of electronic documents. Principles of organization of work with the package for the presentation of Microsoft Power Point. Planning personal work using computer technology. Optimization of the working day with the help of application packages of computer programs. The Internet as a powerful information resource. Search and use information in the global network for management decisions. Technology of effective information retrieval. Search engines. Email system. Participation in teleconferences on the Internet. WEB - page as a presentation of the enterprise in the electronic environment. The concept of creating an enterprise website: content, structure, information content, general design requirements.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures
7.	Topic 7. Designing of AWM manager	full-time edu-cation 2,5/0/2,5 external form of edu-cation 0/0/1	Approaches to the design of AWM as an element of enterprise management information system. Principles of design: completeness of information support of the user; adaptation to the style and methods used by a particular user; the ability to aggregate information by levels of government; direct participation of the user in the development of the workstation; user independence; information equality. Stages of AWM design. Analysis of the decision-making system. Analysis of information requirements. Aggregation of solutions. Development of a database schema. Development of information processing system. Development of a control system. Interface development. Stages of implementation of the AWM in the activities of the organization. Creating a project business model of the	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures

			organization and specific jobs. Equipping the workplace with the necessary hardware and software. Gaining experience in using workstations.	
8.	Topic 8. The effectiveness of the implementation of the AWM manager's in the organization.	full-time education 2,5/0/2,5 external form of education 0/0/1	The concept of AWM efficiency. Determining the effectiveness of the implementation and application of AWM in the organization. Procedures for evaluating the effectiveness of workstations. Social and economic effect. Levels of social efficiency from the use of AWM. Reducing the time of transmission of information and receiving reporting. Improving the reliability of information. Rationalization of the use of working time, reduction of working time losses. Ensuring transparency of financial and economic activities at the enterprise. Methods for determining the economic efficiency of the use of workstations. Net present value method, project profitability index, payback method and internal rate of return.	Participation in the discussion. Tests. Individual tasks. PowerPoint presentations. Video lectures

Recommended literature

1. Gutorova O. Management of Organization : educational manual. Kharkiv National Agrarian University. 2017, 267 p.
2. Fedorovich P. Automated Workplace of the Economist: educational manual. 2009. Ternopil. 104p.
3. Skorohodov V. & Hudyakova M. Automated Workplace of the Manager : educational manual. Kyiv: Professional, 2008. 416 p.
4. Fedosov V. Automated Workplace of the Economist: educational manual. Kyiv, 2008. 329p.
5. Novak V., Makarenko L & Luckiy M. Information Support of Management: educational manual. Kyiv. Kondor, 2006, 462p.
6. Плескач В.Л. Інформаційні технології та системи: підруч.для студ.екон.спец./ В.Л. Плескач, Ю.В. Рогушина, Н.П.Кустова. – К.: Книга, 2004. – 520с.
7. Гордієнко І. В. Інформаційні системи і технології в менеджменті: Навч.-метод. посібник для самостійного вивчення дисципліни / І.В. Гордієнко. – 2-ге вид., перероб.і допов. — К.: КНЕУ, 2003. — 259 с.
8. Ситник В.Ф. Системи підтримки прийняття рішень: навч. посібник/ В.Ф. Ситник. – К.: КНЕУ, 2004. – 614 с.
9. Моргачов І.В. Еволюція в автоматизації робочого місця менеджера: перспективні напрями аутсорсингу / І.В. Моргачов, Д.Глішич // Вісник СНУ ім.В.Даля. – 2021. - № 6(270). – С. 96 – 100. DOI: https://doi.org/10.33216/1998-7927-2021-270-6-96-100
10. Моргачов І.В. Впровадження електронного документообігу в організації: проблеми та шляхи їх вирішення / І.В.Моргачов // Бізнес Інформ. - 2018. - № 9. - С. 189 - 193.
11. Моргачов І.В. Аутсорсинг в регіональному електронному врядуванні в Україні / І.В.Моргачов, Є.А.Івченко, Д.Ю.Дрожжин // Державне управління: удосконалення та розвиток. – 2020. - № 4. [Електронне видання]. DOI: 10.32702/2307-2156-2020.4.51

Methodical support

1. Morhachov I. Texts of lectures on the discipline «Automated Workplace of the Manager » / Redactor: I. Morhachov – Severodonetsk, Publishing house Volodymyr Dahl East Ukrainian National University. 2019. – 60 p.
2. Morhachov I. Texts of lectures on the discipline "Information Systems and Technologies in Management" (for students majoring in 6.030601 "Management") / Redactor: I. Morhachov – Severodonetsk, Publishing house Volodymyr Dahl East Ukrainian National University, 2017. – 112 p.
3. Morhachov I. Methodical instructions for performance of control work on discipline "Automated workplace of the manager" / Redactor: I. Morhachov – Severodonetsk, Publishing house Volodymyr Dahl East Ukrainian National University. 2019. – 10 p.

Course evaluation

For fully completed tasks the student can get a certain number of points:

Tools and tasks	Number of points
Participation in the discussions	10
Attendance at classes	10
Individual tasks	10
Certificate(s) of external courses	10
Tests	60
Total	**100**

Student assessment scale

The sum of points for all types of educational activities	ECTS assessment	Score on a national scale
		for of exam, course project (work), practice
90 – 100	A	excellent
82-89	B	good
74-81	C	good
64-73	D	satisfactory
60-63	E	satisfactory
35-59	FX	unsatisfactory with the possibility of re-taking
0-34	F	unsatisfactory with mandatory re-study of the discipline

Course policy

Plagiarism and academic integrity:	In performing the tasks, the applicant must adhere to the policy of academic integrity. Borrowings must be made with appropriate references. Plagiarism is prohibited. Verification of works (tests, courses, diplomas, other scientific) for plagiarism is carried out through the university website Unicheck and other available third-party programs on the Internet.
Tasks and classes:	All tasks provided by the course program must be completed in a timely manner and assessed in the manner described above. Classes should be attended regularly. Missed classes (for any reason) must be completed with an appropriate grade no later than the last week of the current semester. In the case of a valid reason (illness, academic mobility, etc.), the deadlines may be extended with the written permission of the director of the educational and scientific institute.
	The applicant can take certain online courses related to the topics of the discipline on online platforms. When submitting a document about the end of the related to discipline course to the applicant may be re-credited certain topics of the discipline and accrued points for the task.
Behavior in the audience:	Students come to the classroom on time according to the current schedule and must comply with safety requirements.
	During the classes, students: are not eat or chew gum; are not leave the classroom without the permission of the teacher; are not interfere with the teacher to conduct classes.
	During the control of knowledge students: are prepared in accordance with the requirements of this course; rely only on their own knowledge (are not seek other sources of information or "help" from others); are not disturb others; meet all the requirements of teachers for knowledge control.