

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
National Aviation University
Educational and Research Institute of Economics and Management
Management of Foreign Economic Activity of Enterprises Department

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Quality Management System

SYLLABUS

on

**“Information Systems and Technologies in the Management of
Foreign Economic Activity”**

Field of study: 07 “Management and Administration”
Speciality: 073 “Management”
Specialization: “Management of Foreign Economic Activity”

Year of Study – 1st

Semester – 1st

Classroom Sessions – 34

Graded Test – 1 semester

Self-study – 56

Total (hours/ECTS credits) – 90/3.0

Index CM-6-073/16-2.1.4

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The Syllabus on "Information Systems and Technologies in the Management of Foreign Economic Activity" is based on the educational and professional program and Master Curriculum № CM-6-7-16-073/17 for Speciality 073 "Management" and Specialization "Management of Foreign Economic Activity" and correspondent normative documents.

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Master copy



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1.INTRODUCTION

The Course Training Program (CTP) of the academic discipline is developed on the basis of the "Guidelines for the development and execution of Syllabus and Course Training Program of subjects", promulgated by order 106, dated "_13" _07 ____ 2017. and corresponding normative documents.

1. Explanatory note

1.1. Planned results.

This academic discipline is the theoretical basis of the body of knowledge and skills that form the profile of a specialist in management of foreign economic activity.

The purpose of teaching the discipline is to disclose modern scientific concepts, models, methods and technologies of information support for managing foreign economic activity and to study the basic theoretical foundations for the use of computer information systems designed to support decision-making in the implementation of foreign economic activity.

The objectives of the discipline study are:

- to gain the skills of technological fundamentals of informatization of management;
- to study of information processes in the management of foreign economic activity of the enterprise;
- to study of the main approaches to the application of information systems and technologies in the management of foreign economic activity.

As a result of studying this academic discipline, the student must acquire the following competency data:

- to understand the perspective scientific directions of the development of the registration of information systems and technologies in the management of foreign economic activity; technologies and procedures for the formation of public administration objectives;
- - to know the general theoretical and technological aspects of the use of modern information technologies in the management of foreign economic activity;
- to master the mechanism of electronic exchange of commercial and financial data;
- understand electronic systems of international interbank payments and settlements;
- to be able to use modern information technologies in managing foreign economic activity;
- to carry out international electronic exchange of commercial and financial data;
- use in the management of foreign economic activities a set of programs MD Office and QDPro.

The academic discipline "Information Systems and Technologies in the Management of Foreign Economic Activity" is based on the knowledge of such disciplines as: " International credit and currency operations", "International management and marketing" and is a base for studying such disciplines as: "Strategic management of corporations", " Innovation Management and Internal Business Entrepreneurship".

1.2. Program of academic discipline.

The educational material of the discipline is structured on a modular basis and consists of one training module, namely:

Module 1 "Information Systems and Technologies in the Management of Foreign Economic Activity "

Topic 1. Principles of electronic exchange.

Implementation of UN / EDIFACT in the activities of enterprises.

Topic 2. Electronic systems of international interbank payments and settlements.

Existing payment systems and their interdependence at the international level. Electronic data exchange systems of individual countries. Payment system CHIPS. Payment system CHAPS. Payment system FEYSS.

Topic 3. International interbank SWIFT network.

Services provided to participants and members of the system. Structure of the SWIFT message. Architecture SWIFT. Joining SWIFT. Functioning of the bank in the network. Technical means and software of the system. Financial expenses.

Topic 4. Foreign data processing centers.

Types of databases in the world information market and ways to access them. The main sectors in the world information market. Information processing centers based on databases (DZOBD). Organization of access and work with the ZOHB. The capabilities of the Dialog Dialog and the characteristics of its databases.

Topic 5. Information systems for multinational corporations.

Features of information systems for OLS. Organizational structure of MNEs. Requirements for the design and implementation of MNC information systems.



Topic 6 International information systems for technical analysis of markets.

Reuters Information Organization (Reuters). Financial information. Conclusion of transactions. Technical analysis in the Reuters system. Information system Dow Jones Telerate (Dow Jones Telerate). Teletrac system. Telerate Workstation.

Topic 7. QDPro as a tool for conducting effective foreign economic activity.

Main features of QD Professional. Getting full help on goods, depending on the purpose of their movement across the border (rates of duties and excises, permits, warnings and warnings) using QDPro. Automatic payment calculation and control when filling out cargo customs declarations using QDPro. Automatic generation of reports and additional documents for customs clearance using QDPro.

Theme 8. Complex of programs on customs legislation of Ukraine MD Office.

Structure of the software package MD Office. The purpose of the MD Info program. The program for the sluidna GTE MD Declaration. Purpose of the program MD Form. The program MD Warehouse. The purpose of the program MD WareHL


2. SUBJECT CONTENT

2.1. Thematic plan of subject

№	Topic	Academic Hours			
		All	Lectures	Practicals	Self-study
1	2	3	4	5	6
1st Semester					
Module 1 "Information Systems and Technologies in the Management of Foreign Economic Activity"					
1.1	Principles of electronic exchange.	10	2	2	6
1.2	Electronic systems of international interbank payments and settlements.	10	2	2	6
1.3	International interbank SWIFT network.	10	2	2	6
1.4	Foreign data processing centers.	10	2	2	6
1.5	Information systems for multinational corporations	10	2	2	6
1.6	International information systems for technical analysis of markets.	10	2	2	6
1.7	QDPro as a tool for conducting effective foreign economic activity	10	2	2	6
1.8	Complex of programs on customs legislation of Ukraine MD Office.	11	2	2 1	6
1.9	Module test №1	9	1	-	8
Total for the module №1		90	17	17	56
Total for the 1st semester		90	17	17	56
Total for the subject		90	17	17	56

2.2. Lecture classes, their subject matter and scope

№	Topic	Academic Hours	
		Lectures	Self-study
1st Semester			
Module 1 "Information Systems and Technologies in the Management of Foreign Economic Activity"			
1.1	Principles of electronic exchange.	2	3
1.2	Electronic systems of international interbank payments and settlements.	2	3
1.3	International interbank SWIFT network.	2	3
1.4	Foreign data processing centers.	2	3
1.5	Information systems for multinational corporations	2	3
1.6	International information systems for technical analysis of markets.	2	3

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1.7	QDPro as a tool for conducting effective foreign economic activity	2	3
1.8	Complex of programs on customs legislation of Ukraine MD Office.	2	3
1.9	Module test №1	1	8
Total for the module №1		17	32
Total for the subject		17	32

2.3. Practical classes, their subject matter and scope

№	Topic	Academic Hours	
		Lectures	Self-study
1st Semester			
Module 1 "Information Systems and Technologies in the Management of Foreign Economic Activity"			
1.1	Principles of electronic exchange.	2	3
1.2	Electronic systems of international interbank payments and settlements.	2	3
1.3	International interbank SWIFT network.	2	3
1.4	Foreign data processing centers.	2	3
1.5	Information systems for multinational corporations	2	3
1.6	International information systems for technical analysis of markets.	2	3
1.7	QDPro as a tool for conducting effective foreign economic activity	2	3
1.8	Complex of programs on customs legislation of Ukraine MD Office.	2	2
1.9	Complex of programs on customs legislation of Ukraine MD Office.	1	1
Total for the module №1		17	24
Total for the subject		17	24

2.4 The student's self-study work, its content and scope

№	Content of self-study work	Self-study scope
1st Semester		
1.	Preparation for lectures	24
2.	Preparation for practical classes	24
3.	Preparation for the modular test N1	6
Total for the subject		56

3. EDUCATIONAL AND METHODOLOGICAL MATERIALS ON DISCIPLINE

3.1. Teaching methods


In order to activate the learning process during lectures and practical exercises, methods of creative discussion, "alternative groups", "round table", presentation, work in small groups and the like are used. These methods of teaching allow you to structure lecture (practical) classes in form and content, create opportunities for each student in the work on the topic of classes that ensure the formation of personal qualities, provide an opportunity to exchange views on a topic, drawing knowledge of scientific literature.

3.2. Recommended literature

Basic Literature

3.2.1. Новак В.О., Макаренко Л.Г., Луцький М.Г. Інформаційне забезпечення менеджменту: навч. посібник. / В.О. Новак – К.: Кондор, 2006. – 462 с.

3.2.2. Новак В.О., Матвеев В.В., Бондар В.П., Карпенко М.О. Інформаційні системи в менеджменті: Підручник. 2-е вид.— К.: Каравела, 2010. – 536 с.

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Additional Literature

- 3.2.3. Закон України "Про інформацію" / Відомості Верховної Ради України. - 1992. -№48.
- 3.2.4. Бідюк П.І., Коршевніюк Л.О. Проектування комп'ютерних інформаційних систем підтримки прийняття рішень: Навчальний посібник. – Київ: НТУУ «КПІ», 2010. – 340 с.
- 3.2.5. Матвієнко О.В., Цивін М.Н. Інформаційний менеджмент: Навчальний посібник.-К.: Видавничий Дім „Слово”. - 2007.-200 с.
- 3.2.6. Матвієнко О.В., Цивін М.Н. Основи організації електронного документообігу: Навчальний посібник .- К.: Центр навчальної літератури, 2008.-112 с.
- 3.2.7. Писаревська Т.А. Інформаційні системи в управлінні персоналом та економіки праці: навчально-методичний посібник для самост. вивч. дисц. - К.: КНЕУ, 2006. – 284 с.
- 3.2.8. Сорока П. Інформаційний менеджмент: Навч. Посібник. - К.: Університет Україна, 2008. - 535с.

3.3. Information resources in the Internet

- 3.3.1 mzedp.kaf@gmail.com

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

- 4.1. Grading of different kinds of academic work performed by a student is done in accordance with Table 4.1.
Table 4.1

1 st Semester		Max Grade
Module №1		
Kind of Academic Activities	Max Grade	
Answers on practicals (5 values.*8 classes)	40 (total)	
Answers on test (7 values*3 classes)	21 (total)	
Performing and Defending Homework	8	
For carrying out module test № 1, a student must receive not less than 37 values		
Performing of Module test №1	27	
Total for the module №1	88	
Graded Test		
Total for the subject		100

- 4.2. The completed curricular activity is accounted if the student received a positive mark (Table 4.2).

Table 4.2

Correspondence between the Grades and the National Scale

Grades			National Scale
Answers on practical classes	Answers on test	Performing of Module test №1	
5	7	25-27	Excellent
4	6	20-24	Good
3	4-5	16-19	Satisfactory
Under 3	Under 4-5	Under 9	Bad

- 4.3. The grades a student has been given for the different kinds of academic work are summed up and the result constituting a Current Module Grade is entered into the Module Grade Register.

- 4.4. The Current Module Grade and the Module Test Grade together make up a Total Module Grade (Table 4.3) which in points and National Scale is entered into the Module Grade Register.

Table 4.3



Correspondence between the Total Module Grades and the National Scale

Module №1	National Scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
under 53	Bad

4.5. The Semester Module Grade is calculated as the sum of the Total Module Grades. The correspondence between Semester Module Grade values and the National Scale is given in Table 4.4.

Table 4.4

Table 4.5

Correspondence between the Semester Module Grades and the National Scale

Semester Grades	National Scale
79-88	Excellent
66-78	Good
53-65	Satisfactory
under 53	Bad

Correspondence between the Examination Grade and the National Scale

Examination Grades	National Scale
11-12	Excellent
9-10	Good
7-8	Satisfactory
under 7	-

4.7. The Semester Module Grade and the Examination Grade together make up a Total Semester Grade whose correspondence to the National Scale and the ECTS Scale (Table 4.6).

Table 4.6

Correspondence of the Total Semester Grades to the National Scale and the ECTS System

Total Semester Grades	National Scale	ECTS System	
		ECTS Grade	Explanation
90-100	Excellent	A	Excellent (excellent performance with insignificant shortcomings)
82-89		B	Very Good (performance above the average standard with few mistakes)
75-81	Good	C	Good good performance altogether with a certain number of significant mistakes)
67-74		Satisfactory	D
60-66	E		Sufficient (performance meets the minimal criteria)
35-59	Bad	FX	Bad (bad performance; a second testing is required)
1-34		F	Bad (very bad performance; a student shall retake the course)

4.7. The Total Semester Grade is entered into the Examination Register and into a student's record book in values, National Scale grades, and ECTS Scale grades.

4.8. The Total Semester Grade is entered into the Examination Register and into a student's record book, for example: *92/Ex/A, 87/Good/B, 79/Good/C, 68/Sat/D, 65/Sat/E, etc.*

4.9. Final grade of discipline is defined as the arithmetic average grade of the final semester of ratings.

The Total Grade on the discipline is entered into for the Diploma Supplement.



(Ф 03.02–01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	Прізвище, ім'я та по батькові отримувача	Підпис отримувача	Примітки

(Ф 03.02–02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ з/п	Прізвище, ім'я та по батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02–03)

АРКУШ ОБЛІКУ ЗМІН

Номер	Номер/сторінки (пункт)				Підпис особи, що внесла зміну	Дата внесення зміни	Дата введення зміни
	зміненого	заміненого	нового	анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				