**Sokhumi State University**

***SYLLABUS***

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| ***Name of the course*** | **Use of Modern Information Technologies** |
| ***Status of the course*** | Master programme **“Intercultural Communications”;** II semester, compulsory |
| ***ECTS***  | **6 ECTS - 150 hours**Contact hours - **50** h., including **15** hours of lectures, laboratory work - **30** h., midterm exams - **2** h., final exam - **3** h. Independent work - **100** h., including retrieval of various information, procession of the information introduced at the lecture - **25** h.; completion of the laboratory assignment - **40** h., presentation preparation - **10** h., preparation for the midterm and final exams - **25** h. (**10** h. – for midterm exams and **15** h. for final exam) |
| ***Course identification/form*** | The course comprises lectures and computer classes: lectures - 15 h., 1 h. in a week; computer classes - 30 h., 2 h. in a week; total - 45 contact hours, 3 h. in a week. |
| ***Lecturers*** | Associate Professor at the Faculty of Mathematics and Computer Sciences, Candidate of Physics and Mathematics Sciences – Romeo Galdava  Tel: 254 14 35 (work)  577 17 07 09 (mobile) **E.mail: galdava\_romeo@yahoo.com**Consulting hours: Tuesday – 2 p.m. – 4 p.m. , Friday – 2 p.m. – 4 p.m.Sokhumi State University, Building I, 9 Anna Politkovskaya str., room 217  |
| ***Course Learning Objectives*** | Modern informational technologies are extensively used in solving various kind of tasks as in scientific, engineering, economical, accounting and financial activities, so in the public, social and humanitarian spheres. They are chiefly used in the development of databases, automation of various activities. At the same time, present-day world is covered by the global network. Every institution is connected to the local and/or global network. Therefore, it is necessary to understand the modern information technologies and service programs. Thus, the given discipline holds a special place in the preparation of students or graduates. The objective of the given course is:• to obtain theoretical knowledge on the modern informational technologies, which is necessary for the acquisition of the practical aspects;• to enhance practical computer skills; • to deepen understand and learn the modern service programs;• to develop skills for professional utilization of the internet and other search engines |
| ***Course Prerequisites***  | Student must possess computer skills |
| ***Course Content*** | ***See the attechment***  |
| ***Required and additional literature*** | 1. T. Matcharadze, Z. Tsveraidze Fundamentals of Informatics; GTU - 2003 (in Georgian)
2. M. Maghradze, Informatics in Business MsACCESS XP, MsWORD XP, MsEXCEL XP – Tbilisi, 2003. (in Georgian)
3. J. Gojiashvili Fundamentals of Informational Technologies. Tbilisi , 2004. (in Georgian)
4. Summaries of the lectures - [www.sit-tsu.edu.ge](http://www.sit-tsu.edu.ge) (control questions and assignements for independent work)
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| ***Course Outcomes*** |  After completing the given course students will develop the following competences: * **Knowledge and understanding**

Students have a profound and systematic knowledge of modern information technology; understand its role in the development of modern science, perspectives and problems of the information technology development; know the stages of the modern information technology development, their types and utilization methods.* **Ability to apply knowledge in practice**

Students have an ability to develop different kinds of documents, data bases, to conduct researches on the basis of thr existing data, to use different EXCEL tools in the management and decision-making process and searching new original problem-solving ways; preparation of different kinds of presentations via PowerPoint for the meetings and discussions; use informational network (Internet) and other search engines in the professional activities and independent research * **Communication skills**

Studentsuse modern information and communication technologies in their conclusions, argumentation, and research methods in the academic or professional spheres; students can search the information in different information sources and select the received information; independently utilize the new information technologies; |
| ***Teaching and Learning Methods***  | **Lectures** – explanation of the study material using projector in the computer class ;**Laboratory classes** - completing of the different tasks (projects, presentations) on the basis of the explained materials.  |
| ***Grading system*** | Students are assessed in accordance with the grading system of maximum 100 points. The grading system covers the following competences:* **attendance - 0 - 10 points;**
* **midterm review - 0 - 20 points;**
* **0-10** points – student’s activity at the laboratory classes, solving tasks of different difficulty
* **0-10** points – presentation which students must submit on the subject of his master’s thesis in the PowerPoint.
* **midterm exam – 0 - 30 points;**

 Exam will be conducted at the computer. Each student will be given tasks of different complexity, which they must complete using Excel: - create the database - **0 - 5** points; - - Automation of calculations of different complexity - 0 -15 points; - data analysis **- 0 - 10** points;* **final exam - 0 - 40 points**

Final exam will be of mixed type: 1 written task (theoretical taks) 0-10 points; 3 practical tasks at the computer (solving 3 tasks in Excel); each task is assessed by 0-10 points. **Total - 0-100 points.** Grading system is of the following type:

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| **Points**  | **Assessement** |
| 91-100 | ( A ) excellent |
| 81-90 | ( B ) very good |
| 71-80 | ( C ) good |
| 61-70 | ( D ) satisfactory |
| 51-60 | ( E ) passing |
| **41-50** |  **(FX)** failed; student has to work harder to has the right to retake the final exam once |
| **0-40** |  **(F)** failed; the work done by the student is not sufficient, course has to be retaken. |

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***Attachment***

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| **№** | **Lectures and laboratory works** |
| I-III week | **Lecture - 3 h.*** The essence of modern information technologies and its various stages of development

**Laboratory work - 6 h.**Entering and editing data in Excel 2007  |
| IV-VI week | **Lecture - 3 h.*** Data processing information technologies

**Laboratory work - 6 h.**Formulas and Functions in Excel 2007  |
| VII - IX week | **Lecture - 3 h.*** information management technologies

 **Laboratory work - 6 h.**Charts and Data Analysis in Excel 2007  |
| X week | **Midterm exam - 2 h.**Exam will be conducted at the computer. Each student will be given tasks of different complexity, which they must complete using Excel: - creation of the database - 0 - 5 points; - automation of calculations of different complexity - 0 -15 points; - data analysis - 0 - 10 points;Total: 0-30 points |
| XI-XII week |  **Lecture - 2 h.*** Decision-making information technologies

 **Laboratory work - 4 h.**Solver in Excel 2007  |
| XIII - XV week |  **Lecture - 3 h.*** Problems and Prospects of the Information Technology Usage

 **Laboratory work - 6 h.*** Presentation program MS PowerPoint 2007
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| XVIweek | **Lecture - 1 h.*** Problems and Prospects of the Information Technology Usage (second part)

 **Laboratory work - 2 h.*** Internet and search engines
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| XVII - XX week | **Final exam and re-examination (if necessary) – 3 h.**Final exam will be of mixed type: 1 written task (theoretical taks) 0-10 points; 3 practical tasks at the computer (solving 3 tasks in Excel); each task is assessed by 0-10 points.**Total : 0 - 40 points.** |