

# **MODERN INFORMATION AND COMMUNICATION TECHNOLOGIES IN MANAGEMENT: CHARACTERISTICS OF THE ELECTRONIC COURSE FOR MASTERS**

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At the Lesya Ukrainka Volyn National University in 2024–2025 academic year, for students studying in the first year of the Master’s degree in Management, the educational and professional program Organizational Management, the study of the educational component (hereinafter referred to as the EC) “Modern Information and Communication Technologies in Management” is provided. This EC belongs to the general training cycle, it is aimed at forming in students a system of competencies regarding the use of modern information and communication technologies for data processing in the management of organizations.

To improve the quality of teaching this course, the author has developed an electronic distance learning course, which is currently under testing. It, like other distance learning courses by the author [1–4], consists of a number of sections: initial section; scientific work; instructional materials; Topic 1. ICT in enterprise personnel management; Topic 2. ICT in enterprise production management; Topic 3. ICT in enterprise marketing management; Topic 4. ICT in enterprise supply management; Topic 5. ICT in enterprise transportation and logistics management; Topic 6. ICT in enterprise financial management; Topic 7. ICT in enterprise accounting management; Topic 8. ICT in enterprise business project management; test.

It should be noted that the topic of the lectures was developed during the author’s participation in the mentoring program to improve the level of professional competence for teachers of higher education institutions “Intellectual Property and New Technologies for Higher Education Institutions” from July 15 to 19, 2024, which was organized by the Department of the Intellectual Property Academy of the Ukrainian National Office of Intellectual Property and Innovation with the support of the Academy of the World Intellectual Property Organization (WIPO Academy).

The *initial section* contains the elements necessary for familiarization with the course and organization of learning: consultation schedule, testing schedule, laboratory work submission schedule, information about the author of the electronic course, business card of the EC, syllabus of the EC,

recommended literature and Internet resources, terminology dictionary, learning scenario, and evaluation (see Fig. 1).

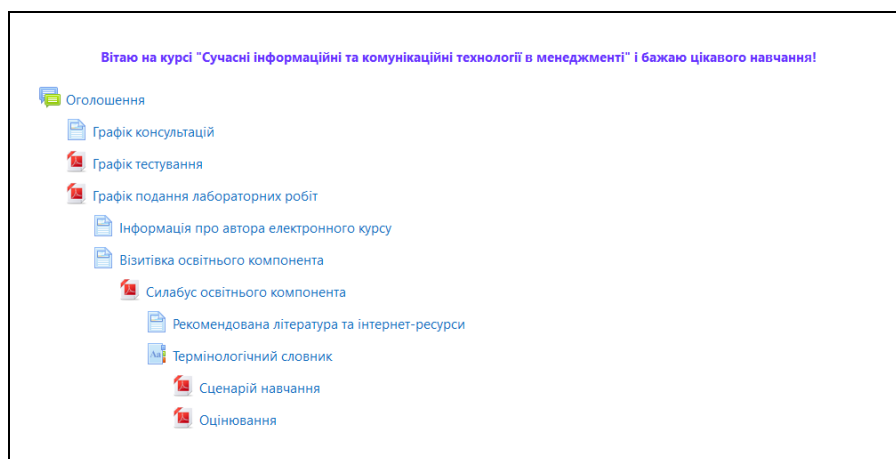


Fig. 1. Fragment of the distance learning course “Modern information and communication technologies in management”

The “*Scientific Work*” section contains information about the bonus points system for student scientific work, as well as a folder for posting newsletters of conferences and student scientific competitions.

The “*Instructional Materials*” section contains a list of keyboard shortcuts, the basics of working with Microsoft Access, the basics of working with Microsoft Forms, and the algorithm for creating a project in Microsoft Project.

*Eight thematic sections* include the lecture text; links to materials that complement the lecture (video, websites, articles, etc.); independent work; tests based on the lecture material; laboratory work(s); an element for attaching it.

The *last section* contains a final test.

With the help of a distance learning course, students have unhindered 24-hour access to the course materials, which is very convenient given their professional employment. In addition, they can take tests remotely and attach completed laboratory work while outside the university.

Thus, having studied the course “Modern Information and Communication Technologies in Management”, future masters will receive the following competencies: skills in using information and communication technologies; the ability to create and organize effective communications in

the management process; the ability to develop projects, manage them, show initiative and entrepreneurship.

1. Totska O. L. (2023). Struktura elektronnoho kursu z finansovoho y oblikovo-analitychnoho zabezpechennia upravlinskykh rishen ta otsiniuvannia ryzykiv [Structure of the electronic course on financial and accounting and analytical support of management decisions and risk assessment]. *Vectors of modernization of the economy of Ukraine in the context of sustainable development*: materials of the participants of the International Scientific-Practical Conference. Lutsk: Vyacheslav Lipinski Institute of Volyn, JSC «MAUP». URL: <https://evnuir.vnu.edu.ua/handle/123456789/22697> (In Ukrainian).

2. Totska O. L. (2023). Kharakterystyka elektronnoho kursu z informatsiinoi obrobky finansovo-oblikovykh danykh dlia bakalavriv ekonomichnoho profilu [Characteristics of the electronic course on information processing of financial and accounting data for bachelors of the economic profile]. *Transformations of the individual, society and the labor market: challenges of the future and impact on education*: collection of abstracts of the International Scientific-Practical Conference. Kharkiv: V. N. Karazin Kharkiv National University. URL: <https://evnuir.vnu.edu.ua/handle/123456789/23014> (In Ukrainian).

3. Totska O. L. (2023). Formuvannia kompetentnostei здобувачив osvity shchodo teoretyko-metodolohichnykh osnov finansuvannia rozvytku liudskoho kapitalu v Ukraini z dopomohoiu elektronnoho kursu [Formation of competences of education seekers in the theoretical and methodological foundations of financing human capital development in Ukraine using an electronic course]. *Accounting, control and analysis in the context of institutional changes*: collection of scientific works of the VI All-Ukrainian Scientific-Practical Conference. Poltava: Poltava State Agrarian University. URL: <https://evnuir.vnu.edu.ua/handle/123456789/23109> (In Ukrainian).

4. Totska O. L. (2023). Vykladannia osnov naukovykh doslidzhen ta akademichnoi dobrochesnosti dlia bakalavriv ekonomichnoho profilu z vykorystanniam tekhnolohii dystantsiinoho navchannia [Teaching the basics of scientific research and academic integrity for bachelors of economics using distance learning technologies]. *Education during war: development of information and analytical support, digital transformation, European integration*: collection of abstracts of the V International Scientific-Practical Conference (scientific electronic edition). Kyiv: State scientific institution “Institute of Educational Analytics. URL: <https://evnuir.vnu.edu.ua/handle/123456789/23108> (In Ukrainian).