

**Academic discipline:
"Business office of the organization"**

Code and name of specialty	1-25 01 12 Economic informatics
Training course	3
Semester of training	5
Number of class hours:	68
Lectures	30
Seminar classes	-
Practical exercises	-
Laboratory classes	38
Form of intermediate assessment (credit/differential credit/exam)	exam
Number of credits	4
Competencies to be formed	To apply the principles and methods of building and developing an organization's business office based on modern information systems and applied software products

Summary of the content of the academic discipline:

The content of the discipline "Business office of the organization" includes work in the following areas:

- fundamentals of informatization of the decision-making process in the organization (at the enterprise);
- theoretical foundations of creating a business office;
- architecture of the business office of the organization (enterprise);
- design of the business office of the organization (company);
- goals and objectives of business planning. Software products for business planning;
- the financial office of the company;
- project office;
- implementation of a business project;
- CRM applications in decision-making automation;
- business office in corporate IS;
- corporate information portals of enterprises.