

**PJSC "Higher Education Institution "INTERREGIONAL ACADEMY OF
PERSONNEL MANAGEMENT"**



МАУП

**SYLLABUS OF THE ACADEMIC DISCIPLINE
«Information management»**

Specialty: **D3 Management**
Educational level: **first (bachelor's) level**
Educational program: **Management**

Kherson Institute of MAUP 2025

General information about the academic discipline

Name of the academic discipline	Information management
Code and name of specialty	D3 "Management"
Level of higher education	First (bachelor's) level of higher education
Discipline status	selective
Number of credits and hours	3 credits / 90 hours. Lectures: 20 Seminar classes: 14 Independent work of students: 56
Terms of studying the discipline	semester
Language of instruction	Ukrainian
Type of final control	test
Discipline page on the website	https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026

General information about the teacher. Contact information.

Academic degree	
Academic title	
Position	
Disciplines taught by the NPP	
Areas of scientific research	
Links to identifier registries for scientists	
Teacher contact information:	
Email:	
Contact phone number	
Teacher's portfolio on the website of the department / institute / academy	https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026

Course abstract.

The discipline "Information Management" is aimed at developing in students systemic knowledge and practical skills in managing information resources and flows in organizations. The course examines the theoretical foundations of information management, information as a strategic resource, information systems and technologies for supporting management decisions, as well as issues of organization, storage, protection and use of information.

Subject of academic discipline. Special attention is paid to information process management in the context of digitalization, data analysis, information security, knowledge as an intangible asset, and the role of information management in increasing the competitiveness of organizations. The discipline prepares students for the effective use of information and modern information technologies in professional activities and management practice.

The purpose of the academic discipline "Information management" is the study of an information system and the production of information necessary for the organization, for the effective management of all its resources, and the creation of an information and technical environment for managing its activities.

Objectives of the academic discipline: to form in students an understanding of the essence of information management and its role in the organization's management system; to introduce students to the main types of information resources, information systems and management technologies; to develop skills in organizing, processing, analyzing and using information to make management decisions; to develop the ability to manage information flows and knowledge in the organization; to teach how to apply modern information technologies in management activities; to form an understanding of information security, information protection and ethical aspects of its use; to develop the ability to assess the effectiveness of information management support; to prepare students for the practical application of information management tools in professional activities.

Prerequisites of the academic discipline for studying the discipline are "Informatics", "Management", "Personnel Management", "Development and adoption of management decisions". Postrequisites of the academic discipline. The main results of studying the course are the formation of a system of knowledge and practical skills in managing information resources, processes and technologies in modern organizations among students. In the process of training students, an important task is to master the methods of collecting, processing, analyzing and using information to make effective management decisions. Studying the course "Information Management" contributes to the development of competencies in the field of organizing information flows, implementing information systems and technologies, assessing the effectiveness of information support of an enterprise, as well as understanding the role of information as a strategic resource in the digital economy

The academic discipline ensures the formation of general and special competencies by students and the acquisition of learning outcomes defined by the educational and professional program "Management", namely:

Integral competence ability to solve complex specialized tasks and practical problems, characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

General competencies	GC 3. Ability for abstract thinking, analysis, synthesis. GC 4. Ability to apply knowledge in practical situations. GC 5. Knowledge and understanding of the subject area and understanding of professional activity. GC 8. Skills in using information and communication technologies.
Special competencies	SK 1. Ability to identify and describe the characteristics of an organization.

	<p>SK 2. The ability to analyze the results of the organization's activities, compare them with the factors influencing the external and internal environment.</p> <p>SK 3. Ability to determine the prospects for the development of the organization.</p> <p>SK 5. Ability to manage the organization and its units through the implementation of management functions</p>
Learning outcomes	<p>PH3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.</p> <p>PH 4. Demonstrate skills in identifying problems and justifying management decisions.</p> <p>PH 5. Describe the content of the functional areas of the organization.</p> <p>PH 6. Demonstrate skills in searching, collecting and analyzing information, calculating indicators to justify management decisions</p>

Content of the academic discipline (full-time education)

No.	Topic name	Number of hours, of which:			Teaching methods/assessment methods
		Lectures	Seminar/Practical classes	Independent work	
CONTENT MODULE 1. Conceptual foundations of information management					Teaching methods: Educational technologies used for teaching "Information Management": 1. Lectures and accompanying presentations. 2. Online lectures, including videos with famous economists or guest lectures by teachers of HEIs with whom cooperation agreements have been concluded. 3. Seminars, webinars and online discussions. 4. Group work in which applicants solve problems and practical cases. 5. Online tests and surveys: MOODLE system 6. Application of information technologies, use of statistical data to analyze economic processes, construction of graphs and diagrams to explain their dynamics. During training sessions, traditional and interactive teaching methods are used: – lecture-visualization; – seminar-discussion; – seminar-dialogue; – analysis and solution of situational professional tasks (Case study); – work with tests; – work in groups; – distance learning using appropriate online platforms. Evaluation methods: oral control (oral survey, assessment of participation in
Topic 1.	Information management and its role in the development of modern society	2	2	5	
Topic 2.	Regulatory and legal support for public information relations	2	2	5	
Topic 3.	Properties of information. Information needs	2	2	6	
Topic 4.	Structure of the information market. Information consulting	2		6	
Topic 5.	Management activities and information support for management	2	2	6	
CONTENT MODULE 2. Information management support. Information resource management system					
Topic 6.	Document as a source of information. Properties of documentary sources of information	2		6	
Topic 7.	Personnel management in the field of informatization	2	2	6	
Topic 8.	Corporate information systems	2	2	5	
Topic 9.	Game theory models. Types and results of information and analytical activities	2		6	
Topic 10.	Information security in the economic information protection system	2	2	5	

					discussions, other interactive learning methods); written control (tests, independent work, analytical tasks, essays); test control (closed-form tests: test-alternative, test-correspondence, tasks for data and model analysis); method of self-control and self-assessment; case study evaluation; evaluation of project and laboratory work (modeling of economic processes, forecasting).
Modular test					
Total:		20	14	56	
Form of control: credit					

Technical equipment and/or software. The educational process uses classrooms, a library, a multimedia projector and a computer for conducting lectures and seminars with presentation elements. Studying individual topics and completing practical tasks requires access to information from the World Wide Web, which is provided by a free Wi-Fi network.

Forms of control methods.

Monitoring the progress of students is divided into current and final (semester).

Current control carried out during practical and seminar classes. Its purpose is to systematically check:

- understanding and mastering the theoretical foundations of economic processes;
- the ability to apply knowledge to build models and analyze economic data;
- skills in diagnosing and forecasting economic processes;
- using specialized software for modeling and processing statistical data.

Forms of student participation in the educational process, which are subject to current control:

- speeches and presentations on the analysis of economic processes;
- oral reports on the analysis of economic cases;
- addition, question to the person answering;
- systematic work in seminar classes and activity during discussions;
- participation in discussions, brainstorming, interactive forms of classes;
- analysis of economic data, statistical indicators, economic and mathematical models;
- written assignments (tests, tests, analytical and abstract papers);
- preparation of abstracts, theses, analytical notes;
- independent study of discipline topics and lecture materials.

Current control methods:

- oral control (survey, conversation, report, message);
- written control (test work, analytical report, essay, completion of tasks for building models or processing statistics);
- combined control (oral and written combination to assess understanding and practical skills);

- presentation of independent work or case analysis;
- monitoring activity and participation in practical classes;
- test control (closed and open tasks, analysis of graphs and models);
- working with problem situations (analytical cases, scenario modeling of economic processes).

Assessment system and requirements.

Table of points awarded to higher education students*

Topics	Ongoing knowledge assessment										Final control		Total points
											Modular test	Credit**	
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10	20	20*	100
Work in a seminar class	3	3	3	3	3	3	3	3	3	3			
Independent work	3	3	3	3	3	3	3	3	3	3			

*The table contains information about the maximum points for each type of academic work of a higher education applicant.

When assessing the mastery of each topic for current educational activities, the student is given grades taking into account the approved assessment criteria for the relevant discipline.

The criteria for assessing the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the Assessment of Academic Achievements of Students of Higher Education at PJSC "Higher Education Institution "MAUP".

Module control is carried out in the last lesson of the module in written form, in the form of testing.

Assessing criteria for the module test in the academic discipline "Information Management":

When assessment a module test, the volume and correctness of the tasks are taken into account:

- the grade "excellent" (A) is given for the correct completion of all tasks (or more than 90% of all tasks);

- a grade of "good" (B) is given for completing 80% of all tasks;

- a grade of "good" (C) is given for completing 70% of all tasks;

- a grade of "satisfactory" (D) is given for the correct completion of 60% of the proposed tasks;

- the grade "satisfactory" (E) is given if more than 50% of the proposed tasks are completed correctly;

- an "unsatisfactory" (FX) grade is given if less than 50% of the tasks are completed.

Failure to appear for a module test - 0 points.

The above scores are converted into rating points as follows:

"A" - 18-20 points;

"B" - 16-17 points;

"C" - 14-15 points;

"D" - 12-13 points.

"E" - 10-11 points;

"FX" - less than 10 points.

The final semester assessment in the discipline "Information Management" is a mandatory form of assessing students' learning outcomes. It is conducted within the time frame specified in the curriculum and covers the scope of material specified in the course program.

The final assessment is carried out in the form of a test. A student who has completed all the required work is allowed to take the semester assessment.

The final grade is based on the student's performance during the semester. The student's grade consists of points accumulated from the results of the current assessment and incentive points.

Students who have completed all required assignments and received a score of 60 points or higher receive a grade corresponding to the grade received without additional testing.

For students who have completed all the required tasks but received a score below 60 points, as well as for those who wish to improve their score (result), the teacher conducts a final work in the form of a test during the last scheduled lesson in the discipline in the academic semester.

Assessment of additional (individual) types of educational activities. Assessment of additional (individual) types of educational activities. Additional (individual) types of educational activities include the participation of applicants in scientific conferences, scientific circles of applicants and problem groups, preparation of publications, participation in All-Ukrainian Olympiads and competitions and International competitions, etc. in excess of the tasks established by the relevant work program of the academic discipline.

By decision of the department, students who participated in research work and performed certain types of additional (individual) educational activities may be awarded incentive (bonus) points for a specific educational component.

Assessment of independent work

The total number of points received by a student for completing independent work is one of the components of academic success in the discipline. Independent work on each topic, in accordance with the course program, is evaluated in the range from 0 to 3 points using standardized and generalized knowledge assessment criteria.

Assessment scale for independent work (individual assignments) assessment criteria.

Maximum possible assessment of independent work (individual tasks)	Execution level			
	Perfectly	Good	Satisfactorily	Unsatisfactorily
3	3	2	1	0

Forms of assessment include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral responses, reports, presentations and other forms of participation during practical (seminar) classes; individual or group projects requiring the development of practical skills and competencies (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum and contribute to the gradual development of skills for effective independent professional (practical, scientific and theoretical) activity at a high level.

To assess the learning outcomes of a higher education applicant during the semester, a 100-point, national and ECTS assessment scale is used.

Final assessment scale: national and ECTS

Total points for all types of learning activities	ECT8 assessment	National scale assessment	
		for exam, course project (work), practice	for credit
90 – 100	A	perfectly	Enrolled
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactorily	
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of reassembly	not accepted with the possibility of retaking
0 – 34	F	unsatisfactory with mandatory re-study of the discipline	not passed with mandatory re-study of the discipline

Course policy.

To successfully complete the course "Information Management", the student must:

- regularly attend lectures and practical classes;
- work systematically, systematically and actively in lectures and practical classes;
- make up for missed classes or unsatisfactory grades received in classes;
- to fully perform the tasks that the teacher requires to prepare, their quality is appropriate;
- perform control and other independent work;
- adhere to the norms of academic conduct and ethics.

The course "Information Management" involves the assimilation and observance of the principles of ethics and academic integrity, in particular the orientation towards the prevention of plagiarism in any of its manifestations: all works, reports, essays, abstracts and presentations must be original and authorial, not overloaded with quotations, and must be accompanied by references to primary sources. Violations of academic integrity are considered to be: academic plagiarism, self-plagiarism, fabrication, falsification, copying, deception, bribery, and biased evaluation.

List of questions for self-control and final control students' academic achievements

1. Information management. Its interpretation in a narrow and broad sense.
2. Goals and objectives of information management.
3. Planning functions. Operational and strategic planning.
4. Defining the organization's mission, the first stage of strategic planning in information management.
5. Defining the organization's purpose, the second stage of strategic planning in information management.
6. Business information: concept, specifics and types.
7. Information society and information policy.
8. Basic principles of information relations.
9. State information policy and its main directions.
10. Regulatory and legal framework for information activities.
11. Main components of the state information infrastructure.
12. The nature of the information product: information product and information service.

13. Life cycle and obsolescence of an information product.
 14. Consumer value and value of information goods. Theory of information value.
 15. Demand and supply in the information goods market. The law of increasing returns.
 16. Transformation of the firm in the information environment. Network forms of organization business.
 17. Intellectual capital as a form of fixed capital.
 18. Formation and structure of costs in information management.
 19. Consumers, their main groups and specific needs.
 20. Suppliers of information products and services. Information market infrastructure.
- Main sectors of the global information market.
21. Structure of goods and services of the information market. Features of information as a commodity.
 22. WEB infrastructure as an effective basis for the organization's activities in the conditions informatization.
 23. Main types of electronic publications of the organization. WEB-site of the organization.
 24. Internet portals. Standard portal services. Classification of portals.
 25. Management consulting as a professional activity. Main tasks management consulting. Information consulting sphere.
 26. Information as a strategic resource for the development of an enterprise (organization, institution, companies).
 27. Analysis of types of managerial activities by degree of intellectuality and complexity.
 28. Structure of managerial decision-making. Features of the manager's activities.
 29. Information support for management activities. Main stages of activities with information support.
 30. Information selection criteria (comprehensiveness, activity, heuristics, sufficiency, optimal minimum).
 31. Characteristics of a document as a system object.
 32. Documentary and non-documentary information channels.
 33. Electronic document. Scientific and regulatory definition of electronic document.
 34. Types of documentary sources of information.
 35. The essence and stages of organizing document flow at an enterprise.
 36. The problem of "brain drain".
 37. Information work, its characteristics and motivation.
 38. Differences between information work and other types of work.
 39. Development of labor relations horizontally "employee - employee" and vertically "employee - employer".
 40. Decentralization of labor activity in time and space.
 41. Problems of fair remuneration of the creator of an information product and exploitation of intellectual work.
 42. Analytical activity as procedures and processes of intellectual activity.
 43. Monitoring, initiated and cumulative analytical research. Communicative audit.
 44. Survey and analytical activities. The main goals of survey and analytical activities.
 45. Review as a scientific and technical document. Processes of preparing review information.
- Requirements for the content of review and analytical documents. Classification of reviews.

46. Expert assessments. Expertise methods. Questionnaire methods and group methods expertise.
47. Capacity Requirements Planning (CRP).
48. Standard MRPII (Manufacturing Resources Planning).
49. ERP (Enterprise Resources Planning) standard.
50. The concept of customer relationship management (Customer Relationship Management - CRM).
51. CSRP Enterprise resource planning synchronized with customer requirements and expectations.
52. Concepts, objects, sources of information security.
53. Classification of information by types of access.
54. Information wars in the modern world of technology.
55. Development of e-commerce.
56. Electronic money and its forms.
57. Components of the national information protection infrastructure.

Crediting the results of non-formal education

The applicant has the right to recognition of learning outcomes obtained in non-formal/informal education, which is carried out on a voluntary basis and provides confirmation of the achieved program learning outcomes provided for by the educational program.

Within the framework of current control, additional points may be added to the total number of points of the applicant, provided that there is a certificate of results of non-formal/informal education on a problem that corresponds to the topic of the course obtained on the educational platforms "Prometheus", "EdEra", etc. The number of points credited to the student depends on the amount of credits obtained and the obtained learning outcomes, but no more than 25% (25 points) of the total number of points for the course (100 points according to the ECTS system).

Recommended sources of information.

Main literature:

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2. Antokhov A.A., Klevchik L.L. Organizational and managerial basis of cooperation in the field Innovation and Intellectual Labor. Market Infrastructure. 2021. No. 58. P.9-13. URL: http://market-infr.od.ua/journals/2021/58_2021/4.pdf
3. Antokhov A.A., Klevchik L.L., Luste O.O. Mechanisms of transition to an innovative type socio-economic development of the region. Market infrastructure. 2022. No. 63. P.10-15. URL: http://www.market-infr.od.ua/journals/2022/63_2022/4.pdf
4. Bochulya T. V. Organization of the information component of the management process in the economic Space. European Vector of Economic Development. 2019. No. 2. P. 32-43. URL: http://nbuv.gov.ua/UJRN/ever_2013_2_5
5. Galushka, V. Zapuhlyak, L. Klevchik, O. Luste, B. Storoshchuk. The impact of economic mentality on socio-economic development. Financial and credit activities: problems Theory and Practice. Volume 1, No. 42. 2022. pp. 283-292. URL: <https://fkd.net.ua/index.php/fkd/article/view/3670/3481>

6. Galushka Z.I., Pochenchuk G.M. Management: a collection of test tasks. Compiled by: Antokhov A.A., Galushka Z.I., Zapukhlyak V.M., Pochenchuk G.M. and others. Chernivtsi. Chernivtsi. National University. 2021. 203 p.
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9. Lazor Ya. O. Concept and types of information systems. Bulletin of the National University "Lviv Polytechnic University". Series: Economics. 2021. No. 837. Pp. 80–86.
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14. Matvienko O. V. Information management: educational and methodological manual / O. V. Matvienko. Kyiv: University of Economics and Law "KROK", 2021. 88 p.
15. International information security: modern challenges and threats / E. A. Makarenko, M. M. Ryzhikov, M. A. Ozhevan. Kyiv: Center for Free Press, 2022. 916 p.
16. Marushchak L. Conceptual foundations of the formation of information flows of strategic Management Accounting. Socio-Economic Problems and the State. 2019. Issue 2 (13). P. 237-244. URL: http://nbuv.gov.ua/UJRN/Sepid_2019_2_30
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Information resources

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2. Government portal of executive authorities of Ukraine. URL: <http://www.kmu.gov.ua/control/>
3. Official information portal of the “State Agency for Electronic Governance of Ukraine”. URL: <http://dknii.gov.ua/>
4. National Security and Defense Council of Ukraine. URL: <http://www.rnbo.gov.ua/>
5. Permanent Mission of Ukraine to the UN. URL: <http://un.mfa.gov.ua/ua>
6. Web portal "North Atlantic Treaty Organization". URL: <http://www.nato.int/cps/uk/>
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