



COURSE OUTLINE

1. Information about the program

1.1 Higher education institution	“Alexandru Ioan Cuza” University of Iași
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Department	Accounting, Business Informatics and Statistics
1.4 Field of study	Business Administration
1.5 Cycle of study	Bachelor
1.6 Study program / Qualification	Business Administration

2. Information about the course

2.1 Course title	Business Information Technologies						
2.2 Course coordinator	Professor Mircea Georgescu PhD						
2.3 Seminar coordinator	Professor Mircea Georgescu PhD, PhD Ghiba Damian Alina Cristina/PhD Berechet Lucian						
2.4 Year of study	1	2.5 Semester	1	2.6 Type of evaluation*	E	2.7 Course status**	C

* *MT-MID-TERM, O-ORAL EXAM, E-EXAM, M-MIXED* ** *C-compulsory/O-optional/E-elective*

3. Estimated time allocation (hours per semester and teaching activities)

3.1 Number of hours per week	4	out of which: 3.2 course	2	3.3 seminar / laboratory	2
3.4 Total number of hours per semester	56	out of which: 3.5 course	28	3.6 seminar / laboratory	28
Time allocation					h
Study based on course book, course materials, bibliography and other					38
Supplementary study in the library, on electronic platforms and on the field					22
Preparing seminars/laboratories, assignments, papers, portfolios and essays					18
Tutorship					12
Examination					4
Other activities					0
3.7 Total hours of individual study					94
3.8 Total hours per semester					150
3.9 Number of credits					6

4. Prerequisites (if applicable)

4.1 Referring to curriculum	Not necessary
4.2 Referring to competences	Not necessary

5. Conditions (if applicable)

5.1 For the course	<ul style="list-style-type: none"> •Lecture rooms shall be provided with video projector •Students will attend lectures. Cell phones must be turned off.
5.2 For the seminar / laboratory	<ul style="list-style-type: none"> •Seminar rooms shall be provided with video projector •Students are invited to bring and use their own laptops



6. Specific competences accumulated

Professional competencies	C1 Developing and structuring of informatic alternatives to solve problems in organizations (0.5 credits) C2 Explanation classes of problems using reusable procedures for accessing information resources (2 credits) C3 Analyzing and evaluating the quality of solutions obtained by using office software (2 credits)
Transversal competencies	CT3 - Identifying the opportunities for continuous learning and efficient use of the learning resources and techniques for personal development (0.5 credits)

7. Course objectives (based on specific competencies accumulated)

7.1 General objective	Performing the strategic Information Systems of the organization.
7.2 Specific objectives	After successfully finalizing this course, students will be able to: <ul style="list-style-type: none">▪ assimilate basic ICT concepts;▪ create practical skills and abilities to use ICT;▪ create practical skills and abilities to use ICT and working in teams;▪ create the premises to obtain the ECDL (European Computer Driving Licence Certificate).

8. Content

8.1	Course	Teaching methods	Observations (time and bibliography)
1.	Why Information Systems Matter?;	Interactive course, heuristic conversation, problem solving method	2 hours
2.	Basic Information and Communication Technologies concepts	Interactive course, heuristic conversation, problem solving method	4 hours (chap 2 from the course book)
3.	Operating systems	Interactive course, heuristic conversation, problem solving method	2 hours (chap 3 from the course book)
4.	Computer networks;	Interactive course, heuristic conversation, problem solving method	2 hours (chap 4 from the course book)
5.	Text processors;	Interactive course, heuristic conversation, problem solving method	2 hours (chap 5 from the course book)
6.	Business strategy	Interactive course, heuristic conversation, problem solving method	4 hours (chap 6 from the course book)



7.	Internet applications;	Interactive course, heuristic conversation, problem solving method	4 hours (chap 7 from the course book)
8.	Graphic presentation software;	Interactive course, heuristic conversation, problem solving method	2 hours (chap 8 from the course book)
9.	Organizational Information Systems and Business Intelligence;	Interactive course, heuristic conversation, problem solving method	4 hours (chap 9 from the course book)
10.	Information systems security and control	Interactive course, heuristic conversation, problem solving method	2 hours (chap 10 from the course book)

Bibliography

Compulsory reading:

- O'Brien, J., Introduction to Information Systems, IRWIN, Chicago, Toronto, 2013;
- Valacich, J., Schneider, C., Information Systems Today, Pearson Edition, 2013.

Optional reading:

- Boulton, M., A Practical Guide to Designing for the Web, available at <https://designingfortheweb.co.uk/>;
- Friedman, T. L., The World is Flat 3.0: A brief history of the twenty first century, Wiley, 2007;
- Georgescu, M., Popescul, D., Genete, D., Greavu, V., Birotica-Instrumente și metode de lucru, Editura Sedcom Libris, Iași, 2006
- Georgescu, M., (coordonator), D. Popescul, D. Radu, V. Greavu-Șerban, D. Păvăloaia, Birotica Suportul Informational al Organizarii Evenimentelor, Editura Sedcom Libris, Iași, 2010;
- Pocatilu, P., Vespan, D., (coordonatori), Birotica profesionala, Editura ASE, Bucuresti, 2009;
- Weisbord, M., Productive Workplaces, Edition Jossey Bass Wiley, 2012.

8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1.	Windows Operating System, Computer Networks	Interactive teaching methods, case study method	2h
2.	Internet applications: Internet browsing, portal technologies, e-mail	Interactive teaching methods, case study method	4h
3.	Introduction in E-learning technologies	Interactive teaching methods, case study method	2h
4.	Cloud Computing: WordPress in cloud, Google Docs, Google Drive	Interactive teaching methods, case study method	2h
4.	Document processing in Microsoft WORD	Interactive teaching methods, case study method	8h
5.	Graphic presentations in PowerPoint	Interactive teaching methods, case study method	4h
6.	Other Office Tools (Publisher, OneNote)	Interactive teaching methods, case study method	2h

Bibliography

Compulsory reading:

- Manzo, J., Dee Piziak, Christine J. Rhoads, Microsoft Office 2007 In Business Core, 2/E, 2010.

Optional reading:

- Airgid, K., Web designer`s success guide, available at http://www.airgid.com/wp-content/uploads/2012/06/wdsg_fitc.pdf;
- Applegate, L., M., Austin, R., D., McFarlan, F., W., Corporate Information strategy and management, 2007;
- Internet:
<http://www.massey.ac.nz/massey/fms/ITS/Documents/Training/Office%202007%20manual.pdf>;



- ***, Cum sa-ti faci un site propriu folosind programe gratuite? Tutorials available at <http://www.ksd.ro/news/cum-sa-faci-un-website-1.php>;
- ***, Cum sa faci un site web – Tutoriale SIMPLE si GRATUITE pentru incepatori, available at <http://www.cumsafacunsite.ro/>

9. Bridging course content with the expectations of the community, professional associations and representative employers in the field of the program

On an annual basis, the course content is discussed with the representatives of the IT and HR department from business environment, who hire or could hire graduates from this program, while students are required to provide feedback (on-line, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final evaluation).

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course	Theoretical and applied knowledge	Exam – GrilaTest	50
10.5 Seminar/ Laboratory	Applied / practical knowledge	Reading and discussing case studies (by unannounced tests) or presentations (10%) and Practical exam – (40%)	50
10.6 Minimal performance standard			
Obtaining 5 points (out of 10) both for the evaluation along the semester (seminar) and for the final evaluation (exam).			

Date
20.09.2023

Course coordinator
Professor **Mircea Georgescu** PhD

Seminar coordinator
Damian Alina Cristina/PhD
Berechet Lucian

Date of approval in the department
28.09.2023

Head of department
Professor **Mircea ASANDULUI**, PhD