

**TUTORIAL COURSE FORM**

**2020-2021 ACADEMIC YEAR**

<b>Name of the tutorial course (incoming Erasmus/exchange students)</b>	<b>Business Information Technologies</b>
<b>Name of the professor</b>	Georgescu Mircea
<b>Email of the professor</b>	mirceag@uaic.ro
<b>Office of the professor Consultation hours</b>	B 304 Wednesday 10-12
<b>Semester(s) in which the tutorial course is available</b>	Semester II
<b>No. of ECTS credits</b>	5
<b>Level of study (bachelor/master/PhD)</b>	Bachelor
<b>Short description/Contents</b>	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• assimilate basic ICT concepts;</li> <li>• Performing the strategic Information Systems of the organization;</li> <li>• create practical skills and abilities to use ICT;</li> <li>• create practical skills and abilities to use ICT and working in teams;</li> <li>• create the premises to obtain the ECDL (European Computer Driving Licence Certificate).</li> </ul> <p><b>Course</b>          Why Information Systems Matter?          Basic Information and Communication Technologies concepts;          Operating systems;          Computer networks;          Text processors;          Business strategy;          Internet applications;          Graphic presentation software;          Organizational Information Systems and Business Intelligence;          Information systems security and control.</p> <p><b>Seminar / Laboratory</b>          Windows Operating System,          Computer Networks;</p>

	<p>Internet applications: Internet browsing, Portal technologies, E-mail;  Introduction in E-learning technologies;  Cloud Computing: WordPress in cloud, Google Docs, Google Drive;  Document processing in Microsoft Word 2013;  Graphic presentations in Microsoft PowerPoint 2013;  Other Office Tools 2013 (Publisher, OneNote).</p>
<b>Assessment/Evaluation</b>	<p>Exam 50%;  Reading and discussing case studies (by unannounced tests) or presentations (10%) and Practical exam (40%)</p>
<b>Bibliography</b>	<p>Compulsory reading:</p> <ul style="list-style-type: none"> <li>• O'Brien, J., Introduction to Information Systems, IRWIN, Chicago, Toronto, 2013;</li> <li>• Valacich, J., Schneider, C., Information Systems Today, Pearson Edition, 2013.</li> </ul> <p>Optional reading:</p> <ul style="list-style-type: none"> <li>• Boulton, M., A Practical Guide to Designing for the Web, available at <a href="https://designingfortheweb.co.uk/">https://designingfortheweb.co.uk/</a>;</li> <li>• Friedman, T. L., The World is Flat 3.0: A brief history of the twenty first century, Wiley, 2007;</li> <li>• Office 2013 For Dummies 1st Edition, by Wallace Wang, 2013;</li> <li>• Manzo, J., Dee Piziak, Christine J. Rhoads, Microsoft Office 2007 In Business Core, 2/E, 2010;</li> <li>• Weisbord, M., Productive Workplaces, Edition Jossey Bass Wiley, 2012.</li> </ul>
<b>Observations</b>	