



COURSE DESCRIPTION

1. Information about the programme

1.1 Institution of higher education	„Alexandru Ioan Cuza” University of Iasi
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Department	Department of Accounting, Information Systems and Statistics
1.4 Field of study	Business Informatics
1.5 Level	Master
1.6 Study programme/ Qualification	Software Development and Business Information Systems

2. Information about the course

2.1 Course name										E-documents and E-communication											
2.2 Course coordinator					Professor Mircea Georgescu PhD Associate Professor Valerică Greavu-Șerban Ph.D																
2.3 Seminar coordinator					PhD. Associate Professor Valerică Greavu-Șerban																
2.4 Year of study		I		2.5 Semester		I		2.6 Type of assessment				EVP				2.7 Discipline status				OP	

* C – Compulsory / E - Elective

3. Total estimated time (hours allotted to didactic activity per semester)

3.1 Total number of hours per week	3	of which: 3.2 lecture	2	3.3 seminar/lab	1
3.4 Total number of hours in the curriculum	42	of which: 3.5 lecture	14	3.6 seminar/lab	28
Time distribution					hours
Study of the handbook, course book, bibliography and notes					38
Additional research in the library, online and on the field					26
Preparation of seminars/labs, homeworks and projects					30
Tutorials					10
Assessment					4
Other activities.....					
3.7 Total number of self-study hours					108
3.9 Total number of hours per semester					150
3.10 Number of credits					6

4. Prerequisites (if applicable)

4.1 curriculum-based	Management Information Systems (or similar)
4.2 competence-based	



**5. Conditions** (if applicable)

5.1. for lectures	<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 seminars/labs	<ul style="list-style-type: none">• Seminar rooms shall be provided with video projector• Students are invited to bring and use their own laptops• Labs will have enough computers for students not owning a laptop

6. Assimilated specific competences

Professional competences	<ul style="list-style-type: none">• C4.3 Identification of information sources, application modules and available services, both inside and outside the business system; estimate the solutions of their integration in order to match the current and future information needs of the organization (1 credit)• C5.5 Elaborate a research project that identifies the trends and challenges within the field of software projects and IT services management (1 credit)• C6 Competence to manage and develop business processes using IT (3 credits)
Transversal competences	<ul style="list-style-type: none">• CT1 – The ability to communicate and collaborate in teams of different professionals (0.5 credits)• CT3 – Continuous improvement of specific skills and knowledge towards approaching information systems, development of new software technologies and management of information systems (0.5 credits)

7. Discipline objectives (provided by the assimilated specific competences grid)

7.1 The general objective of the discipline	<ul style="list-style-type: none">• To provide the core knowledge, methodologies and technics for document management.
7.2 Specific objectives	<ul style="list-style-type: none">• Developing the capabilities of synthesis and analysis in information transfer and also the interaction in the cooperative business environment;• Ability to identify methods to information transfer and inter-entity interaction

8. Content

8. 1 Lecture	Teaching methods	Observations
Document Management. The principles of document management	Interactive course, heuristic conversation, problem solving method	2 hours
Document Management Systems	Interactive course, heuristic conversation, problem solving method	2 hours





Electronic Filing and Processing of Documents. From traditional filing methods to knowledge quantification	Interactive course, heuristic conversation, problem solving method	2 hours
Business Process Redesign and Modeling. Process management	Interactive course, heuristic conversation, problem solving method	2 hours
Business Process Management and Document Flow Design	Interactive course, heuristic conversation, problem solving method	2 hours
XML- a new era in data transfer and processing. XML applications. The Intranet representation of the flow of financial-accounting documents.	Interactive course, heuristic conversation, problem solving method	2 hours
General aspects of mass Internet communication. E- Public Relations. Web-advertising. Internet PR models.	Interactive course, heuristic conversation, problem solving method	2 hours
8. 2 Seminar/lab	Teaching methods	Observations
Types of tools for life-cycle support of an electronic document. (Example on the components of a SharePoint site: Pages, Document libraries, Lists, other types)	Practical Case Discussion, Individual Practical Project-1st stage	2 labs
Metadata and document routing and organization elements. (Site metadata and local metadata / columns with values will be implemented. Specific content types will be created. Document routing rules will be implemented depending on their type).	Practical Case Discussion, Individual Practical Project-2nd stage	2 labs
Personalization of information entities by implementing business rules (business logic). (This will be exemplified by customizing XML lists and forms. Content filtered viewing methods will be created.)	Practical Case Discussion, Individual Practical Project-3rd stage	2 labs
Automatic document approval flows. (It starts from the BPM diagram of document flow in Visio and customizes the flows in SharePoint Designer.).	Practical Case Discussion, Individual Practical Project-4th stage	4 labs
Security and retention policies	Practical Case Discussion, Individual Practical	2 labs
Bibliography 1. Ashbacher, C., Sams Teach Yourself XML in 24 Hours, Sams Publishing, USA, 2000; 2. Azad, A., Implementing Electronic Document and Record Management Systems, Auerbach Publications, 2007 3. Buraga, S.C., Tehnologii Web, vol. I, Matrix ROM, București, 2001;		





4. Hamilton, A., New Horizons in Knowledge and Document Management with Social Collaboration, Kindle Edition, 2014
5. Londer, O., Coventry, P., Microsoft SharePoint 2013 Step by Step, Microsoft Press, 2013;
6. O'Brien, J., Les systemes d'information de gestion, De Boeck Université, Montréal, 2001
7. Molnar, A., SharePoint 2016 Search Explained: SharePoint 2016 and Office 365 Search On-Premises, Cloud and Hybrid for Search Managers and Decision Makers, Publisher : CreateSpace Independent Publishing Platform; 1st Edition, 2016
7. Prax, J., Y., La gestion electronique documentaire, Dunod, 1998;
8. Rockley, A., Managing Enterprise Content: A Unified Content Strategy, New Riders, 2012
9. Sadowsky, E., Digital Document Management Solutions for Business, Money Counts, 2014
10. Smith, T., SharePoint 2016 User's Guide: Learning Microsoft's Business Collaboration Platform, 5th ed. Edition, Apress, 2016

9. Corroboration of the discipline content with the expectations of epistemic community representatives, professional associations as well as of representative employers in the programme related field.

- 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. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Share of final grade
10.4 Course	Theoretical and applied knowledge	Essays	40
10.5 Seminar/ Laboratory	Applied / practical knowledge	Team Project	60
10.6 Minimum performance standard			
• Minimum grade 5.00 at the presentation of the project. 5 points (out of 10).			

Date of completion
02.10.2020

Lecture Coordinator
Professor **Mircea Georgescu** PhD
Associate Professor **Valerică Greavu-Șerban** Ph.D.

Seminar Coordinators
Associate Professor **Valerică Greavu-Șerban** Ph.D.

Date of approval within the department
02.10.2020

Head of Department
Prof. Florin Dumitriu, Ph.D.

