COURSE OUTLINE

1. Information about the program

1.1 Higher education institution	**"Alexandru Ioan Cuza" University of Iaşi**
1.2 Faculty	**Faculty of Economics and Business Administration**
1.3 Departament	**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 Student **Teiu Codrin**				
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	•**Lecture rooms shall be provided with video projector** •**Students will attend lectures. Cell phones must be turned off.**
5.2 For the seminar / laboratory	•**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 tecniques 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: • 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 şi metode de lucru, Editura Sedcom Libris, Iaşi, 2006
- Georgescu, M., (coordonator), D. Popescul, D. Radu, V. Greavu-Şerban, D. Păvăloaia, Birotica Suportul Informational al Organizarii Evenimentelor, Editura Sedcom Libris, Iaşi, 2010;
- Pocatilu, P., Vespan , D., (coordonatori), Birotica profesionala, Editura ASE, Bucuresti, 2009;
- Weisbord, M., Productive Workplaces, Edition Jossey Bass Wiley, 2012.

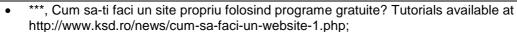| 8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1.	Windows Operating System, Computer Networks	Interactive teaching methods, case study method	2h
2.	Internet applications: Internet browsing, portal technologies, e-mail	Interactive teaching methods, case study method	4h
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 – Moodle Test	50
10.5 Seminar/ Laboratory	Applied / practical knowledge	Reading and discussing case studies (by unannounced tests) or presentations (10%) and Practical exam – Moodle Test (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   Course coordinator   Seminar coordinator
20.09.2021   Professor **Mircea Georgescu** PhD   PhD Student **Teiu Codrin**

Date of approval in the departament   Head of departament
23.09.2021   Professor **Florin DUMITRIU**, PhD