

# COURSE OUTLINE

COURSE TITLE	<b>BUSINESS INFORMATION TECHNOLOGIES</b>	CODE:
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YEAR OF STUDY	1	SEMESTER	1	COURSE STATUS (C-COMPULSORY/O-OPTIONAL/E-ELECTIVE)	<b>C</b>
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NUMBER OF HOURS PER WEEK				TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS	CREDITS	TYPE OF ASSESSMENT (MT-MID-TERM, O-ORAL EXAM, M-MIXED)	LANGUAGE OF TEACHING
C	S	L	Pr.					
2		2		150	94	5	M	EN/RO

COURSE COORDINATOR	ACADEMIC TITLE, FIRST NAME, LAST NAME	DEPARTMENT
	Prof. MIRCEA GEORGESCU PHD	EACSI

PREREQUISITE COURSES	
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COURSE OBJECTIVES	<p>Main objective:</p> <p>To assimilate basic ICT concepts;</p> <p>To create skills and abilities to exploit software tools for business environment;</p> <p>To acquire the theoretical and methodological elements regarding business information systems.</p> <hr/> <p>SPECIFIC OBJECTIVES: <u>KNOWLEDGE</u>, <u>ABILITIES</u> AND/OR <u>COMPETENCIES</u></p> <p>i) <u>Cognitive competencies (knowledge)</u></p> <p>To know the main software tools for business environment.</p> <p>ii) <u>Functional competencies</u> (abilities and competencies: applying knowledge to a particular context)</p> <p>To create practical skills and abilities to use ICT;</p> <p>Team work facilities.</p> <p>iii) <u>Personal competencies</u></p> <p>To create the premises to obtain the ECDL (European Computer Driving Licence) certificate.</p> <p>Development of the students` capacity to elaborate an business information system and to use it in judging the economic phenomenon from a firm.</p> <p>iv) <u>General competencies</u></p> <p>To familiarise ICT users with the state of the art and the tendencies in the management of the modern office, with the new forms of communication specific to the information society and with the new technologies to operate in privat and public business environment.</p>
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COURSE OUTLINE	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">NAME OF CHAPTER/ TOPIC</th> <th style="width: 20%;">No. of hours</th> </tr> <tr> <td style="border-top: 1px solid black;">Basic ICT concepts; 8h</td> <td style="border-top: 1px solid black;"></td> </tr> <tr> <td>Operating systems; 6h</td> <td></td> </tr> <tr> <td>Computer networks; 4h</td> <td></td> </tr> <tr> <td>Text processors; 2h</td> <td></td> </tr> <tr> <td>Internet applications; 2h</td> <td></td> </tr> <tr> <td>Graphic presentation software; 2h</td> <td></td> </tr> <tr> <td>Business information systems; 2h</td> <td></td> </tr> <tr> <td>Information systems protection (information crime, viruses and antiviruses, etc.) 2h.</td> <td></td> </tr> </table>	NAME OF CHAPTER/ TOPIC	No. of hours	Basic ICT concepts; 8h		Operating systems; 6h		Computer networks; 4h		Text processors; 2h		Internet applications; 2h		Graphic presentation software; 2h		Business information systems; 2h		Information systems protection (information crime, viruses and antiviruses, etc.) 2h.	
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SEMINAR/LAB TOPICS	<p>Windows operating system;</p> <p>Internet applications: internet surfing, portal, e-mail etc.;</p> <p>Document processing in WORD;</p> <p>Graphic presentations in PowerPoint;</p>
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	Utility tools to maintain calculus systems (defragmenting, archiving/ dearchiving, debugging, etc.)
TEACHING METHODS	Interactive, lectures

BIBLIOGRAPHY	Airinei, D., Fatu, T., Grama, A., Fotache, D., Georgescu, M., Introducere in Informatica economica, Editura Sedcom Libris, Iasi, 2006 Grama, A., (coordonator), Sub Windows sa invatam Word, PowerPoint, FrontPage, Editura Sedcom Libris, Iasi, 2004 Georgescu, M., Popescul, D., Genete, D., Greavu, V., Birotica – Instrumente si metode de lucru, Editura Sedcom Libris, Iasi, 2006; O'Brien, J., Introduction to Information Systems, Irwin, Chicago, 2006.
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ASSESSMENT	TERMS	Minimum 5.00 for the written exam; Minimum 5.00 for the practical test
	CRITERIA	
	TYPES	Practical test, extemporaneous tests, written exam
	FINAL GRADE FORMULA	Term evaluation * 0,5 + written examen * 0,5

\* The number of self-study hours is calculated by subtracting from 150 h/semester (number of hours equivalent for 5 credits the total number of hours per semester allotted to the course (see previous entry).