

Basic data of the subject	
Academic unit:	Faculty of Management
Subject title:	Informatics in Business
Study level:	Bachelor
Subject status:	Compulsory
Year of study:	I
Number of hours per week:	4
Value of credits – ECTS:	6
Lecturer of the subject:	Dr.sc. Hazir Gashi
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Subject description	
	The focus of this course is to provide students the opportunity first to understand the impact of Information Systems Management and implementation of informatics and technology in an organization or business. During the semester it will be defined MIS, examine the different types and their use, as well as analyzed the final products or outputs of the MIS. They also will learn about using personal computers for business needs starting from basic knowledge of computer science, operating systems, the Internet, and topics from using MS Office tools (MS Word, MS Excel, MS Access, MS Power Point, MS Outlook).
Subject purpose:	
	Introduction with Management Information Systems (MIS). Information, People and Technology as a Source. Structure and Components of MIS and Types of Information Systems. Conceptual Design, Implementation, Evaluation and Maintenance of Systems. The IT role in general and MIS in enhancing competitiveness. The role of MIS in decision-making. Identify MIS problems and failures and strategies to prevent them. Digitalization of economy and businesses. Business intelligence. Electronic commerce and e-business. Raise student skills to use MS Office tools to meet the needs of office work and to solve various business and economic problems.
Expected learning outcomes:	
	After completing this module, students will be able to: <ul style="list-style-type: none"> • Understand the organization and use of MIS to make effective decisions, respectively to solve business or organization problems using MIS • Understand the structure and functioning as well as the contemporary trends of MIS.

	<ul style="list-style-type: none"> To define problems by setting targets for the MIS needs for information and their source. To solve economic problems with the help of MS Office tools using MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook 		
The contribution of the student's learning (something that should correspond with the result of the students learning)			
Activity	Hour	Day / week	Total
Lectures	2	15	30
Theoretical / laboratory exercises	2	15	30
Practical work			
Contacts with teacher / consultations			
Field exercises			
Tests, seminars	2	4	8
Homework	2	14	28
Self learning time of the student (at the library or at home)	2	15	30
Final preparation for the exam	2	10	20
Time spent on evaluation (tests, quiz, final exam)			
Projects, presentations, etc.			
Total			150
Teaching methodology:	<p>The lectures and exercises will provide theoretical and practical knowledge regarding the IT application in business. During the exercises, a study project will be reviewed, and the teaching material will be discussed. The study project will be teamed in groups of up to 3 students per group. This course will be realized with the application of concrete materials such as projector, computer, printer, scanner, and internet.</p>		
Assesment methods:	<p>Examination content: Project assignment as seminar paper and final examination, Following on lectures: 10% Test 1:30% Test 2: 30% Seminar work / Project assignment: 30% Total: 100%</p>		
Literature			
Basic literature:	<p>➤ Haag & Cummings & Philips: <i>MANAGEMENT INFORMATION SYSTEMS FOR THE INFORMATION AGE</i>, Mc Grow Hill, 2007</p>		

	➤ Elizabeth Hardcastle; BUSINESS INFORMATION SYSTEMS; Free book online.;
Additional literature:	➤ Other books for MS Office tools; ➤ www.trajnimi.com and other sources from the internet:
Designed learning plan:	
Week	Topic that will be lectured
<i>First week:</i>	Objective of the course - Syllabus; Introduction to MIS - Information, People and Technology as a Source
<i>Second week:</i>	Structure and Components of MIS: General IT Concepts and Safety and Health.
<i>Third week:</i>	Types of information systems and their conceptual design.
<i>Fourth week:</i>	Implementation, evaluation, and maintenance of systems
<i>Fifth week:</i>	Digitalization of Economics and Businesses and Business Intelligence
<i>Sixth week:</i>	Text processing programs 1
<i>Seventh week:</i>	Text processing programs 2
<i>Eighth week:</i>	Spreadsheets Software 1
<i>Ninth week:</i>	Spreadsheets Software 2
<i>Tenth week:</i>	Spreadsheets Software 3
<i>Eleventh week:</i>	Database Programs
<i>Twelfth week:</i>	Presentation programs
<i>Thirteenth week:</i>	MS Project
<i>Fourteenth week:</i>	Internet
<i>Fifteenth week:</i>	Trends in Development and Technologies: Business, People and Technology of Tomorrow
Academic policies and rules of conduct:	
<i>Regular attendance, to maintain the peace and active engagement in dialogue during lectures and exercises is obligatory.</i>	