Basic data of the subject	
Academic unit	Faculty of Management
Program	Business Management and Entrepreneurship
Subject	Business informatics
Level	Bachelor
Course status	Obligatory
Year of studies	I
Semester	I
Number of hours per week	4
Value of credits - ECTS	6
Time/ Location	UASF
Course lecturer	
Contact details	
Course description	This course will introduce students to the way Informatics has created new ways of doing business, using innovative information technologies for management and organization. The course will provide students with comprehensive knowledge in information technology, necessary for the successful digitalization of a business, as well as for preparing them for a successful career as part of a company / organization. During this semester students will be introduced to the Management Information System (MIS), the different types and their use. The course combines knowledge in business, management, information technology and concepts from computer science. In addition, students will learn about the use of personal computers for business needs starting from basic knowledge of computer science, operating system, Internet and topics from the use of MS Office tools (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).
Course objectives	This course aims to prepare students to recognize the role and importance of computing in business, and to help them understand the great opportunities that computing offers in increasing business success and efficiency and in increasing competitiveness. To equip all students with the necessary knowledge in Informatics and its application in the work of a business.

Expected learning outcomes	Upon completion of the course the student will be able to:
	• Understand the impact of informatics on business and economy,
	• Perform a basic analysis of the role and importance of information as a product of informatics in decision making with the help of information technology.
	• Know the Information Systems used today by business companies; structure and constituent components (Information and Communication Technology (ICT), People and Processes)
	• Gain general knowledge of Hardware and Software;
	• Understand the organization and use of MIS in order to make effective decisions, respectively to solve business or organizational problems using MIS;
	• Know how to use and solve basic economic problems using Office suite applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook);

Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hours	Days/Weeks	Total
Lectures	2	15	30
Theoretical exercises / laboratory	2	15	30
Internship	5	1	5
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	2	2	4
Homework	2	5	10
Studying (at the library or at home)			45
Final preparation for the exam	3	5	15
Time spent on evaluation (tests, quiz and final exam)	3	2	6
Projects and presentations	1	5	5
Total			150

Teaching methodology	Lectures and discussions as well as practical computer exercises, combined with reviewing and discussing a

	case study. Group activities and research, field research project and presentations.
Assessment methods	During the semester there will be one midterm test, two written tests with 30 points each, or the student has the right to take only the final exam which has 60 points (written / oral test), the test contains open-ended questions, assignments and multiple choice questions , (the student passes the exam if he or she accumulates 50 points from all the evaluation criteria), • 10 points - Activity and attendance, • 30 points - Project assignment - Seminar paper (midterm test) / Case Studies, • 60 points - from two written tests or final exam,
Teaching tools	Use of whiteboard, computer, projector and the Internet.
Theory vs. practice ratio	60% Theory 40% Practical work with case studies and application of MS Office

Literature	
Basic literature	1. Kenneth C. Laudon & Jane P. Laudon, "Management Information Systems: Managing the Digital Firm" 13th(2014) Edition, 2014 2. ECDL(MS Word, MS Excel, MS Access, MS Power Point, MS Outlook)(or other books which discuss the tools of MS Office);
Additional literature	1. Elizabeth Hardcastle; BUSINESS INFORMATION SYSTEMS; Liber falas online. 2. Haag & Cummings & Philips :" Managment Information Systems for the Information Age", McGrow Hill, 2007
Designated learning plan	

Week	Lecture
Week one	Course objective - Syllabus; Introduction to Business Informatics, How Informatics is transforming the business world and the way of decision making. Trends that influenced the business world: Cloud Computing, Mobile digital business platform, Big Data and Social Networks.
Week two	Information systems, their definition; Introduction to Management Information System (MIS);

	Innovations in MIS that changed the way of doing business and managing business companies; Data and Information; Structure and components of MIS: General ICT Concepts, Human Resources and Procedures Strategic business objectives achieved by Information Systems.
Week three	Hardware Software Databases
Week four	Network and telecommunication technology The Internet MS Outlook
Week five	Types of information systems and their conceptual design; Implementation, evaluation, and maintenance of systems.
Week six	**First written exam**
Week seven	Word processing programs (MS Word 2019)
Week eight	Word processing programs (MS Word 2019)
Week nine	Programs for processing electronic tables (MS Excel 2019)
Week ten	Programs for processing electronic tables (MS Excel 2019)
Week eleven	Database programs (MS Access 2019)
Week twelve	Presentation programs (MS Power Point 2019)
Week thirteen	**Second written exam**
Week fourteen	**Study visit at a company**
Week fifteen	**Presentation of projects and research**
Academic policies and rules of conduct	
The student is required to attend the lectures regularly and to have appropriate behavior towards the colleagues and the staff of the University, as well as to maintain order in the classroom and actively participate in lectures and exercises.	