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POSDRU 2007-2013



Instrumente Structurale  
2007-2013



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## COURSE SYLLABUS

### 1. Information about the programme

1.1 Institution of higher education	<b>West University of Timisoara</b>
1.2 Faculty	<b>of Economics and Business Administration</b>
1.3 Department of	<b>Business Information Systems</b>
1.4 Area of study	<b>Finance</b>
1.5 Level of studies	<b>Undergraduate</b>
1.6 Training / qualification	<b>Finance and Banking / Economist</b>

### 2. Discipline data

2.1 Course title	<b>ECONOMIC INFORMATICS FB1TC1102</b>		
2.2 Course titular	<b>Lecturer <i>Camelia-Loredana MARGEA</i> PhD</b>		
2.3 Workshop activities titular	<b>Lecturer <i>Camelia-Loredana MARGEA</i> PhD</b>		
2.4 Year of study	<b>I</b>	2.5 Semester	<b>I</b>
2.6 Type of assessment	<b>E</b>	2.7 Type of subject matter	<b>M - mandatory</b>

### 3. Total estimated time( hours of teaching per semester)

3.1 Number of hours per week	<b>4</b>	3.2 course	<b>2</b>	3.3 workshops	<b>2</b>
3.4 Total hours in the curriculum	<b>56</b>	3.5 course	<b>28</b>	3.6 workshops	<b>28</b>
<b>Distribution of time:</b>					<b>hours</b>
Study based on Instructions, course materials, bibliography and notes					30
Additional documentation library, specialized electronic platforms / field					14
Training seminars / laboratories, homework, essays, portfolios and essays					40
Examinations					10
3.7 Total hours of private study	<b>94</b>				
3.8 Total hours per semester	<b>150</b>				
3.9 Number of credits	<b>6</b>				

### 4. Prerequisites (not applicable)

### 5. Conditions

5.1 For the course	<ul style="list-style-type: none"> <li>• 50% minimum attendance.</li> </ul>
5.2 For the seminar / laboratory	<ul style="list-style-type: none"> <li>• 70% minimum attendance.</li> </ul>



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## 6. Specific skills acquired

Transversal skills	<b>CT3 Identification of opportunities for continuous learning and efficient use of resources and techniques needed to learn for self-development.</b>
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## 7. Course objectives (based on the grid of the skills acquired)

7.1 The overall objective of discipline	<ul style="list-style-type: none"> <li>• The main objective is to offer the knowledge and abilities needed for an end-user to obtain performance by efficient use of ITC in the profession of economist.</li> <li>• The course is generally focused in developing students' abilities to work with the most important software instruments (word processing, spreadsheets, presentations) in an integrated way.</li> </ul>
7.2 The specific objectives	<ul style="list-style-type: none"> <li>• To teach students as many types of general purpose programs, which used in combination allow to increase of the efficiency of any economist.</li> <li>• To realize the amount of contribution of information and communication technologies in developing new digital economy and information and knowledge society.</li> <li>• Importance of respecting the principles of individual relationship with technology.</li> <li>• Acquiring ethical behavior on the acquisition and use of information, knowledge and software products specific legislation</li> <li>• To familiarize students with computerized office activities, taking into account the specificity of economics, business administration, finance and banking specialization.</li> <li>• To develop skills for on-line research, data analysis and business modeling.</li> <li>• To promote team work in online and offline space.</li> </ul>

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## 8. Contents

8.1 Course	Teaching methods	Comments
<b>Introduction to Information Systems in Organizations</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Information Society, Knowledge Based Society.</li> <li>• Why Learn About Information Systems in Organizations?</li> </ul> <b>Organizations and Information Systems.</b> <ul style="list-style-type: none"> <li>• Organizational Culture and Change;</li> <li>• User Satisfaction and Technology Acceptance;</li> <li>• Risks of designing, developing, and implementing new or modified information systems;</li> <li>• Roles, Functions, and Careers in the IS Department;</li> <li>• Global Challenges in Information Systems.</li> </ul> <b>Week 1, 2: 4 hours</b>
<b>Information Technology Concepts</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Data, Information, Knowledge. The Value of Information.</li> <li>• Hardware; Software; Database; Telecommunications; Networks.</li> <li>• Internet; People; Procedures.</li> </ul> <b>Week 3, 4: 4 hours</b>
<b>Business Information Systems</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Management information systems; Decision support systems.</li> <li>• Electronic and mobile commerce systems;</li> <li>• Transaction processing systems;</li> <li>• Specialized <b>Business Information Systems</b>.</li> <li>• <b>Systems Development</b></li> </ul> <b>Week 5, 6: 4 hours</b>
<b>Word processing</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Speed techniques for managing text and graphics;</li> <li>• Page layouts;</li> <li>• Working with styles and desktop publishing;</li> <li>• Free software alternatives for word processing.</li> </ul> <b>Week 7, 8: 4 hours</b>



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8.1 Course	Teaching methods	Comments
<b>Spreadsheets</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Basic concepts;</li> <li>• Worksheet setup;</li> <li>• Formulas;</li> <li>• Advanced commands for Data Analysis and Business Modelling;</li> <li>• Free software alternatives.</li> </ul> <p><b>Week 9, 10: 4 hours</b></p>
<b>Presentations, and on-line publishing</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Principles for designing a good electronic presentation.</li> <li>• Introducing PowerPoint, designing and managing slides;</li> <li>• Handling text, graphics and tables;</li> <li>• Working with and integrating external data sources;</li> <li>• Delivering the presentation. Online sharing platforms for presentation and other publishing systems;</li> <li>• Free software alternatives.</li> </ul> <p><b>Week 11, 12: 4 hours</b></p>
<b>Reporting and assessment.</b>	Lecture, supported by visual aids (electronic presentations, examples), discussions.	<ul style="list-style-type: none"> <li>• Revision lectures and projects presentations.</li> <li>• Collective discussions regarding the presented projects.</li> <li>• Short quizzes for knowledge review.</li> </ul> <p><b>Week 13, 14: 4 hours</b></p>
<p><b>Bibliography</b></p> <p>Miller, M. (2011). <i>Using Google® Apps</i>. Indianapolis, Indiana: Pearson Education.</p> <p>Stein Fairhurst, D. (2012). <i>Using Excel for Business Analysis. A Guide to Financial Modelling Fundamentals</i>. John Wiley &amp; Sons Singapore Pte. Ltd.</p> <p>Margea, C. (n.d.). [Personal website]. Retrieved from <a href="https://sites.google.com/site/economicinformatics">https://sites.google.com/site/economicinformatics</a></p> <p>Rainer, R. K., Cegielski, C. G. (2012). <i>Introduction to Information Systems: Enabling and Transforming Business</i>, 4th Edition. Hoboken, NJ: Wiley</p> <p>Baltzan, P.; Phillips, A., <i>Business Driven Information Systems</i>, 2nd Ed., McGraw-Hill, International Edition, 2008.</p> <p>Stair, R., Reynolds, G., <i>Fundamentals of Information Systems</i>, 4th Ed., Thomson Course Technology, Canada, 2008</p> <p>Cox, J. (2007). <i>The 2007 Microsoft Office System Step by Step</i>. Redmond, Washington: Microsoft Press.</p>		

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8.2 Seminar / lab	Teaching methods	Comments
<b>Organizational aspects of ongoing activities, laboratory and pre-course assessment.</b>	Discussion, explanations, self-assessment.	<ul style="list-style-type: none"> <li>• Basic concepts in the use of computer systems;</li> <li>• Pre-course assessment of students' IT background (short quiz and discussion).</li> <li>• Course settings: teacher-student, student-teacher and groupworking communication settings, class and individual study activity tracking (blogs, sites, other collaborative environments).</li> </ul> <p><b>Week 1, 2, 3: 6 hours</b></p>
<b>Word processing</b>	Examples, explanations for solving examples and proposed applications, individual and team (peer) work in problem-solving.	<ul style="list-style-type: none"> <li>• Basic document editing operations, ways of viewing, saving and retrieving, printing, formatting, managing lists, tables and columns (newspaper style). Working with objects created in other applications. Revisions and tracking changes.</li> <li>• Analysing faculty guide for final project (thesis). Explaining citation and referencing system in academic publishing.</li> <li>• Applications using free software alternatives for word processing.</li> </ul> <p><b>Week 4, 5, 6: 6 hours</b></p>
<b>Spreadsheets overview</b>	Examples, explanations for solving examples and proposed applications, individual and team (peer) work in problem-solving.	<ul style="list-style-type: none"> <li>• MS Excel working environment, basic operations with workbooks, spreadsheets, calculations using formulas and functions, validation, data lists / internal database in MS Excel, graphs.</li> <li>• Free spreadsheet software alternatives.</li> </ul> <p><b>Week 7, 8, 9: 6 hours</b></p>
<b>Data Analysis and Business Modelling in MS Excel</b>	Discussions, examples, explanations for solving examples and proposed applications, individual and team (peer) work in problem-solving.	<ul style="list-style-type: none"> <li>• Best practices of financial modeling, including planning, how to structure a model, layout, the anatomy of a good model.</li> <li>• Reporting tools: tools for data analysis and synthesis (Grouping , Array Formulas, Goal Seeking, Pivot Tables), and tools for Model Display (basic, custom, conditional formatting, display settings, form controls, charts)</li> </ul> <p><b>Week 10, 11, 12: 6 hours</b></p>

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8.2 Seminar / lab	Teaching methods	Comments
Presentations, office software integration and on-line publishing	Discussions, examples, explanations, team work.	<ul style="list-style-type: none"> <li>• Create a presentation for some of the previous solved applications;</li> <li>• Free software alternatives. Data import and export within the most important office software instruments (word processing, spreadsheets, presentations) on-line and off-line. Overview of on-line office suites (Google applications, Zoho, Microsoft Office Live)</li> <li>• Online publishing systems. Blogs and networks.</li> </ul> <p><b>Week 13, 14: 4 hours</b></p>
<p><b>Bibliography</b></p> <p>American Psychological Association. (2014). [APA Style website]. Retrieved from <a href="http://www.apastyle.org">http://www.apastyle.org</a></p> <p>Cox, J. (2007). <i>The 2007 Microsoft Office System Step by Step</i>. Redmond, Washington: Microsoft Press.</p> <p>Margea, C. (n.d.). [Personal website]. Retrieved from <a href="https://sites.google.com/site/economicinformatics">https://sites.google.com/site/economicinformatics</a></p> <p>Miller, M. (2011). <i>Using Google® Apps</i>. Indianapolis, Indiana: Pearson Education.</p> <p>Rainer, R. K., Cegielski, C. G. (2012). <i>Introduction to Information Systems: Enabling and Transforming Business</i>, 4th Edition. Hoboken, NJ: Wiley</p> <p>Stein Fairhurst, D. (2012). <i>Using Excel for Business Analysis. A Guide to Financial Modelling Fundamentals</i>. John Wiley &amp; Sons Singapore Pte. Ltd.</p> <p>Winston, L. W. (2007). <i>Microsoft Office Excel 2007: Data Analysis and Business Modeling</i>. Redmond, Washington: Microsoft Press.</p>		

**9. Corroboration of the course contents with the epistemic expectations of the community representative, professional associations and representative employers of the programme itself.**

- By acquiring theoretical concepts and working principles and environment included in the “Economic informatics” discipline, students acquire a solid thinking and technology skills, according to partial competences required for possible occupations listed in Grid 1 - RNCIS;
- The course is in the curricula of universities and faculties in Romania;
- Course content is consistent with the expectations/requirements of the finance and banking representative companies/employers.



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**10. Evaluation**

Activity type	10.1 Evaluation Criteria	10.2 Evaluation methods	10.3 Percentage of the final mark
10.4 Course	Logic coherence and argumentation in explaining and discussing issues addressed in the course.	Continuous assessment during the semester – short questions (initial and formative assessment)	10%
	Personal interpretation, individual research and synthesis capacity when elaborating project, project structure, dialog and project presentation.	Project and answers during project presentation (summative assessment)	30 %
10.5 Seminar / laboratory	Completeness, thoughtfulness, creative solution and model construction, layout of applications discussed and elaborated during laboratories and homework activities.	Portfolio assessment (summative and formative assessment).	30 %
	Ability to solve practical problems.	Answers to the exam practical subjects during the exam session (summative assessment).	30 %
10.6 Minimum performance standards			
<ul style="list-style-type: none"> <li>Minimum grade <b>5</b> in each of the three tests: multiple choice questions written exam, written exam solved case study, test for seminar activity.</li> </ul>			

Date of submission: September 2014 Titular of the course:

Lect. MARGEA Camelia PhD

Seminary titular:

Lect. MARGEA Camelia PhD

Date of approval in department: September 2014

Head of the Department:

Prof. MUNTEAN Mihaela PhD



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