UNIVERSITATEA BABEŞ-BOLYAI
BABEŞ-BOLYAI TUDOMÁNYEGYETEM
BABEŞ-BOLYAI UNIVERSITÄT
BABEŞ-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA

FACULTATEA DE BUSINESS IN PARTNERSHIP

Facultatea de Business
Str. Horea nr.7
Cluj-Napoca, 400174
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SYLLABUS

Academic year 2024-2025

1. Information regarding the programme

1.1. Higher education institution	Babeş-Bolyai University
1.2. Faculty	Business
1.3. Department	Hospitality
1.4. Field of study	Business administration
1.5. Study cycle	Bachelor
1.6. Study programme / Qualification	Administrarea Afacerilor (engleză)/ Business Administration

2. Information regarding the course

2.1. Name of the course	Business Information Systems						
2.2. Code	ILE0037						
2.3. Course coordinator	Assoc. Prof. Rozalia Veronica Rus						
2.4. Seminar/laboratory coordinator	Assoc. Prof. Rozalia Veronica Rus						
2.5. Year of study	2	2.6. Semester	1	2.7. Type of evaluation	C	2.8. Type of course	Mandatory

3. Total estimated time (hours/semester of didactic activities)

3.1. Hours per week	4	Of which: 3.2. lecture	2	3.3 seminar/laboratory	2
3.4. Total hours in the curriculum	56	Of which: 3.5. lecture	28	3.6. seminar/laboratory	28

Time allotment:	hours
Learning using manual, course support, bibliography, course notes	14
Additional documentation (in libraries, on electronic platforms, field documentation)	10
Preparation for seminars/labs, homework, papers, portfolios and essays	14
Tutorship	2
Evaluations	4
Other activities:	0

3.7. Total individual study hours	44
3.8. Total hours per semester	100
3.9. Number of ECTS credits	4

4. Prerequisites (if necessary)

4.1. curriculum	
4.2. competencies	

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5. Conditions (if necessary)

5.1. for the course	The course will be held in a room with computer (with Internet connection) and video projector. To have access to class materials students need a Microsoft institutional account, Microsoft Teams application, computer, Internet connection, Microsoft Office 365 (with Microsoft Access), Power BI.
5.2. for the seminar /lab activities	Computers, Internet access, a Microsoft institutional account, Microsoft Teams application, Microsoft Office 365 (with Microsoft Access), Power BI.

6. Specific competencies acquired

Professional competencies	• Using databases specific to business management (C5) ○ *C5.1. Description of concepts, theories, and methodologies of database management specific to business administration* ○ *C5.3. Use of appropriate tools for business management data analysis* ○ *C5.4. Critical and constructive evaluation of tools used in data processing and analysis*
Transversal competencies	• Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork (CT2)

7. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	This course is designed to introduce students to Business Information Systems and will give students a fundamental understanding of information systems used in business and practical experience with different specialized software.
7.2. Specific objective of the course	By the end of this course students will be able to use Microsoft Access to create a database application for business: to design and create new database, tables and relationships, to analyze data using queries, to design the user interface for an application, to generate reports based on the information in the database, to use macros to automate business process, to import data form different sources and to export data, to generate business intelligence. Students will understand the role of ERP, CRM and BI systems in business.

8. Content

8.1. Course		Teaching Method	Remarks
1	Information Systems - Basic concepts	lecture, discussion.	1 lecture
2	Components of information systems	lecture, discussion.	1 lecture

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8.1. Course		Teaching Method	Remarks
3	Database Management Systems	lecture, step-by-step training, discussion.	4 lectures
4	Tools for Business process modelling	lecture, step-by-step training, discussion.	1 lecture
5	Information system design	lecture, step-by-step training, discussion.	1 lecture
6	Enterprise Resource Planning	lecture, step-by-step training, discussion.	1 lecture
7	Customer Relationship Management	lecture, step-by-step training, discussion.	1 lecture
8	Business Intelligence, Big Data, tools for data analysis and visualization	lecture, step-by-step training, discussion.	2 lectures

Bibliography

1. Baltzan, Paige (2021), Business Driven Information Systems, 7th Edition, McGraw Hill.
2. Bélanger F., Van Slyke, C., Clossler, R. E. (2016), **Information Systems for Business, An Experiential Approach**, Prospect Press.
3. Cable Sandra (2015), **Succeeding in Business with Microsoft Access 2013: A Problem-Solving Approach**. Mason, Ohio: Course Technology Cengage Learning.
4. Kroenke, D. M.&Boyle R. J. (2021), Using MIS, 11th edition, Pearson.
5. Monk, Ellen, Joseph Brady, and Emilio Mendelsohn (2020). **Problem Solving Cases In Microsoft Access and Excel**. Cengage Learning.
6. Reding, E. E., & Wermers, L. (2016). Illustrated Microsoft Office 365 & Excel 2016: Comprehensive.
7. Turban, Efraim, Carol Pollard, and Gregory Wood (2021). *Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability*. John Wiley & Sons.
8. Wallace, Patricia (2020), Introduction to Information Systems, 4th edition, Pearson.
9. Other resources: applications user guides

8.2. Seminar/laboratory		Teaching Method	Remarks
1.	Information Systems - Basic concepts	step-by-step training, didactic exercise, case studies.	1 laboratory
2.	Components of information systems	step-by-step training, didactic exercise, case studies.	1 laboratory
3.	Microsoft Access - General overview. Creating a blank desktop database, database operations, creating a database using a	step-by-step training, didactic exercise.	1 laboratory

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	wizard		
4.	Creating and working with tables in Microsoft Access – practical exercises.	step-by-step training, didactic exercise.	1 laboratory
5.	Practical exercises on creating relationships between tables.	step-by-step training, didactic exercise.	1 laboratory
6.	Practical exercises on creating and working with queries.	step-by-step training, didactic exercise.	1 laboratory
7.	Tools for Business process modelling.	step-by-step training, didactic exercise.	1 laboratory
8.	Information system design.	step-by-step training, didactic exercise.	1 laboratory
9.	Enterprise Resource Planning.	step-by-step training, didactic exercise, case study.	1 laboratory
10.	Customer Relationship Management.	step-by-step training, didactic exercise, case study.	1 laboratory
11.	Business Intelligence, Big Data, tools for data analysis and visualization.	step-by-step training, didactic exercise.	2 laboratories

Bibliography	1. Baltzan, Paige (2021), Business Driven Information Systems, 7th Edition, McGraw Hill. 2. Bélanger F., Van Slyke, C., Clossler, R. E. (2016), **Information Systems for Business, An Experiential Approach**, Prospect Press. 3. Cable Sandra (2015), **Succeeding in Business with Microsoft Access 2013: A Problem-Solving Approach**. Mason, Ohio: Course Technology Cengage Learning. 4. Kroenke, D. M.&Boyle R. J. (2021), Using MIS, 11th edition, Pearson. 5. Monk, Ellen, Joseph Brady, and Emilio Mendelsohn (2020). **Problem Solving Cases In Microsoft Access and Excel**. Cengage Learning. 6. Reding, E. E., & Wermers, L. (2016). Illustrated Microsoft Office 365 & Excel 2016: Comprehensive. 7. Turban, Efraim, Carol Pollard, and Gregory Wood (2021). *Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability*. John Wiley & Sons. 8. Wallace, Patricia (2020), Introduction to Information Systems, 4th edition, Pearson. 9. Other resources: applications user guides.

9. Corroborating the content of the course with the expectations of the epistemic community, professional associations, and representative employers within the field of the program

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This course aims to help students develop practical skills in Business Information Systems. The content of this course is correlated with the content of similar courses studied at Universities from Romania and from abroad. To adapt the content of this course to the labor market needs we had meetings with business representatives and alumni.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation method	10.3 Percent of the final grade
10.4 Course	Understanding the terminology	Multiple choice test (20 questions) from theory (in the last week of the semester according to schedule)	60 %
10.5 Seminar/laboratory activities	Ability to apply concepts learned;	**Project -** week 13 of the semester (asynchronous assessment)	30 %
	Individual study Interest and interactive participation	Laboratory activity	10%

10.6. Minimum performance standards

- basic knowledge of all studied systems
- practical skills in using the studied software tools

Observations:

- **The project can be sent only during the semester (in week 13);**
- The theme of the project will be chosen from a list of proposed themes;
- The themes chosen for the project must be unique/specialization;
- The project will be carried out in a team (maximus 4 students/project);
- Students will be able to participate in the colloquium (final exam) only if they have sent the project on deadline;
- **To complete this discipline, it is necessary to obtain a grade of at least 5 (five) at the theoretical test;**
- The results obtained at the evaluation along the way (project) or at the colloquium (theoretical test) will be cancelled when it is proved that they have been fraudulently obtained;
- **The evaluation is the same for all the examination sessions!**

Date	**Course coordinator**	**Seminar/Laboratory coordinator**
	Assoc. Prof. Rozalia Veronica Rus	Assoc. Prof. Rozalia Veronica Rus
22.04.2024		
Date of approval		**Head of department**

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Assoc. Prof. Marius Bota

22.05.2024