

**SYLLABUS**  
**The academic year 2021-2022**  
**Year of study III / Winter semester I**

**1. Information about the program**

1.1. Institution	„1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Economic Sciences
1.3. Department	Business Administration and Marketing
1.4. Study field	Business Administration
1.5. Level	undergraduate
1.6. Study program	Business Administration (in English) 242102 Process improvement specialist, 242104 Responsabil proces, 242110 Specialist in economic performance planning, control and reporting

**2. Information about discipline**

2.1. Discipline title	Management Information System			2.2. Course code	BA313		
2.3. Course coordinator	-						
2.4. Seminar coordinator	Putan Alina						
2.5. Study year	III	2.6. Semester	I	2.7. Evaluation type (E/C/VP)	II	2.8. Type of course (C – compulsory, Op – optional)	C

**3. Number of teaching hours per semester**

3.1. Teaching hours per week	2	from wich: 3.2. course	0	3.3. seminar	2
3.4. Total of hours per semester	28	from wich: 3.5. course	28	3.6. seminar/laboratory	28
Distribution of time					Number of hours
Study from course book					25
Suplimentary documentation					20
Preparing for seminars, papers					20
Mentoring					2
Exams					5
Other activities .....					

Total of hours per individual study	72
3.8 Total of hours per study plan	28
3.9 Total of hours per semester	100
3.10 Number of ECTS credits allocated	4

**4. Preconditions (when is the case)**

4.1. of curriculum	-
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4.2. of competences	-
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## 5. Conditions (when is the case)

5.1. for the course	-
5.2. for the seminar	<i>Room equipped with video projector / smart board, computers, Internet connection</i>

## 6. Specific competences

Professional competences	<p><i>C1. Knowledge, understanding of the basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication</i></p> <p><i>C2. Use of basic knowledge for explaining and interpreting various types of concepts, situations, processes, projects, etc. associated with the domain</i></p> <p><i>C3. Applying some basic principles and methods for solving well-defined problems / situations, typical of the field under qualified assistance conditions</i></p> <p><i>C5. Development of professional projects using principles and methods established in the field</i></p>
Transversal competences	-

## 7. Course objectives (as per the programme specific competences grid)

7.1 General objective	<i>Training and development of students' ability to use management information systems</i>
7.2 Specific objective	<ul style="list-style-type: none"> <li>- <i>acquiring knowledge specific to management information systems, expressed through the knowledge, understanding and use of the specific language, as well as by explaining and interpreting the issues addressed;</i></li> <li>- <i>development of internet use skills for business administration;</i></li> <li>- <i>training skills on the proper use of management information systems, expressed through the application and problem solving;</i></li> <li>- <i>training the skills of analysis and interpretation of the information provided by the management information systems, expressed through critical and constructive reflection;</i></li> <li>- <i>training and developing the skills to make useful applications for entrepreneurs.</i></li> </ul>

## 8. Content

8.1 Seminary-laboratory	Teaching methods	Obs.
<b>Introduction</b> <b>Initial test to verify the knowledge required for the discipline</b> <b>Management Information System</b> <b>1. Basic elements regarding management information systems.</b> Data and information. Information technology. Information system and information system. Types of computer systems. Management information systems. The life cycle of an information system	<ul style="list-style-type: none"> <li>- exposure</li> <li>- lecture</li> <li>- explication</li> <li>- the question</li> <li>- the conversation</li> <li>- the exercise</li> <li>- problematization</li> </ul>	<b>1 hour</b>
<b>2. Fundamentals of computer systems development.</b> Planning of computer systems. Design, realization and implementation of computer systems. Analysis of the computer system. Realization of the computer system. Implementation of the computer system. Strategies for the realization of computer systems	<ul style="list-style-type: none"> <li>- case study</li> </ul>	<b>1 hour</b>
<b>3. Internet and business administration.</b> The Internet for economists. E-government and m-government computer systems. Intelligent electronic formulation system. Public databases. Information systems of legislation		<b>4 hours</b>

<b>4. Accounting information systems.</b> General elements regarding functional computer systems. Organization and management of accounting with computer systems for automatic data processing. Accounting information systems. Configuring entities in an accounting computer system. Configuring users of an accounting program. The registration in the programs of the operations of the		
<b>5. Information systems for commercial and production management.</b> Computer systems for production. Inventories management systems. Sales analysis systems		<b>3 hours</b>
<b>6. Financial and fiscal information systems.</b> Financial performance analysis. The registration in the programs of the treasury operations. Electronic forms		<b>4 hours</b>
<b>7. Information systems for the management of human resources.</b> Personnel data management systems. Employee records systems. Systems for designing the organizational structure of the entity		<b>4 hours</b>
<b>8. Information systems for tourism.</b> Front-office computer systems. Reservation information systems. Tourist information systems using the Internet. Geographic information systems. Presentation systems based on virtual reality		<b>2 hours</b>
<b>9. Electronic signature.</b> What is encryption? Cryptographic systems. Electronic signature. Electronic filing of forms		<b>2 hours</b>
<b>10. Control and audit of information systems.</b> Control of computer systems. The effectiveness of computer systems. Efficiency of information systems. Audit of computer systems. Audit of information systems		<b>2 hours</b>

## 8.2 References

The Blackwell Encyclopedia of Management, Management Information Systems, Vol. VII, Blackwell, Oxford, 2005.

Kenneth C.Laudon, Jane P .Laudon, Management Information Systems Managing the Digital Firm, Pearson, [http://dinus.ac.id/repository/docs/ajar/Kenneth\\_C.Laudon,Jane\\_P\\_.Laudon\\_-\\_Management\\_Information\\_System\\_13th\\_Edition\\_.pdf](http://dinus.ac.id/repository/docs/ajar/Kenneth_C.Laudon,Jane_P_.Laudon_-_Management_Information_System_13th_Edition_.pdf), Harlow, 2014. Rafael Lapiedra Alcamí, Carlos Devece Carañana, Introduction to Management Information Systems, Universitat Jaume, <http://repositori.uji.es/xmlui/bitstream/handle/10234/46625/s63.pdf>. Teiușan, Sorin-Ciprian, Internet Resources for Accountants, Annals of the „Constantin Brâncuși” University of Târgu Jiu, Economy Series, [http://www.utgjiu.ro/revista/ec/pdf/2017-05/03\\_Teiusan.pdf](http://www.utgjiu.ro/revista/ec/pdf/2017-05/03_Teiusan.pdf), Targu Jiu, 2017. Teiușan, Sorin-Ciprian; Cismașu, Alexandru, Electronic Signature for Romanian Accountants, The Young Economists Journal, <http://feaa.ucv.ro/RTE/22-09.pdf>, Craiova, 2014.

*Legea contabilității nr. 82/1991*, republicată în Monitorul Oficial nr. 454/2008, cu modificările și completările ulterioare

*Legea nr. 455/2001 privind semnătura electronică*, Monitorul Oficial nr. 429/2001, cu modificările și completările ulterioare

*Legea nr. 53/2003 privind Codul muncii*, Monitorul Oficial nr. 345/2011, cu modificările și completările ulterioare

*Legea nr. 227/2015 privind Codul Fiscal, ediție adnotată cu Normele metodologice aprobate prin Hotărârea Guvernului nr. 1/2016, precum și cu ordinele pentru aplicarea Codului fiscal*, [https://static.anaf.ro/static/10/Anaf/legislatie/Cod\\_fiscal\\_norme\\_12062019.htm](https://static.anaf.ro/static/10/Anaf/legislatie/Cod_fiscal_norme_12062019.htm)

*Legea nr. 207/2015 privind Codul de procedură fiscală, ediție adnotată cu ordinele pentru aplicarea Codului de procedură fiscală*, [https://static.anaf.ro/static/10/Anaf/cod\\_procedura/Cod\\_Procedura\\_Fiscala\\_08022019.htm](https://static.anaf.ro/static/10/Anaf/cod_procedura/Cod_Procedura_Fiscala_08022019.htm)

*Legea nr. 170/2016 privind impozitul specific unor activități*, Monitorul Oficial nr. 812/2016.

*Hotărârea de Guvern nr. 500 privind Registrul general de evidență a salariaților*, Monitorul Oficial nr. 372/2011, cu modificările și completările ulterioare

*Ordonanța Guvernului nr. 58/1998 privind organizarea și desfășurarea activității de turism în România*, Monitorul Oficial nr. 309/1998, aprobată prin Legea nr. 755/2001, cu modificările și completările ulterioare

*Ordonanța Guvernului nr. 2/2018 privind pachetele de servicii de călătorie și serviciile de călătorie asociate, precum și pentru modificarea unor acte normative, Monitorul Oficial nr. 728/2018*  
*Ordinul ministrului finanțelor publice nr. 1802/2014 pentru aprobarea Reglementărilor contabile privind situațiile financiare anuale individuale și situațiile financiare anuale consolidate, publicat în Monitorul Oficial nr. 963/2014, cu modificările și completările ulterioare*  
*Ordinul ministrului finanțelor publice nr. 2634/2015 privind documentele financiar-contabile, publicat în Monitorul Oficial nr. 910/2015*  
*Ordinul președintelui Agenției Naționale de Administrare Fiscală nr. 2326/2017 privind declarațiile fiscale care se transmit obligatoriu prin mijloace electronice sau prin sisteme electronice de transmitere la distanță, Monitorul Oficial nr. 649/2017*  
 Agenția Națională de Administrare Fiscală, <https://www.anaf.ro/>  
 Inspekția Muncii, <http://www.inspectiamuncii.ro/>  
 Microsoft, <https://support.office.microsoft.com/>  
 Ministerul Comunicațiilor și Societății Informaționale, <https://www.comunicatii.gov.ro/>  
 Ministerul Finanțelor Publice, <http://www.mfinante.ro/>  
 Ministerul Justiției - Portal legislativ, <http://legislatie.just.ro/>

**9. Corroborating the contents of the discipline with the expectations of epistemic community representatives, professional associations and representative employers in the field of the program**

*The contents of the discipline are adapted to the current needs of the employers, contributing to the acquisition by the students of the study program Business Administration of knowledge and skills regarding the IT management systems. The future economists are now provided with the basic knowledge they must have in the field of information management systems, the purpose being to prepare, with fundamental elements, those who, not long after, will handle the administration of some various businesses.*

**10. Evaluation type**

Activity type	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percent in the final grade
10.4 Course	<i>The volume and correctness of knowledge The scientific rigor of language</i>	<i>Oral and computer exam</i>	80%
10.5 Seminar	<i>The correctness and completeness of the preparation of the practical works Involvement in debates</i>	<i>Check in progress Active participation</i>	20%

10.6 Minimum performance standard: mark 5

*Demonstration of at least 50% of the competencies in:*  
*- exposure of knowledge of management information system;*  
*- the proper use of the tools specific to managerial information system.*

Date:  
 .....

Signature of seminar coordinator:  
 Teaching Ass.PhD Putan Alina

Date for Department approval:  
 .....

Signature of the Head of Department:  
 Senior Lecturer, Maican Silvia, PhD.