

SYLLABUS
Academic year 2024-2025
Year of Study III / Semester I

1. Information on academic program

1.1. University	„1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

2. Information of Course Matter

2.1. Course	Management Information System			2.2. Code	BA 313		
2.3. Course leader	-						
2.4. Seminar tutor	Assistant PhD. Putan Alina						
2.5. Academic Year	III	2.6. Semester	I	2.7. Type of Evaluation (E – final exam / CE - colloquium examination / CA -continuous assessment)	CE	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	2	3.2. course	0	3.3. seminar	2
3.4. Total number of hours in the curriculum	28	3.5. course	0	3.6. seminar/laboratory	28
Distribution of time					Hours
a) Individual study of readers					25
b) Documentation (library)					20
c) Home assignments, Essays, Portfolios					20
d) Tutorials					2
e) Assessment (examinations)					5
f) Other academic activities (study visits, mentoring, projects)					

3.7 Total number of hours for individual study (a+b+c)	65
3.8 Total number of hours for academic activities (d+e+f+3.4)	35
3.9 Total number of hours per semester (3.7+3.8)	100
Number of ECTS	4

4. Prerequisites (where applicable)

4.1. curriculum-based	-
4.2. competence-based	-

5. Requisites (where applicable)

5.1. course-related	-
5.2. seminar/laboratory-based	Room equipped with video projector / smart board, computers, Internet connection

6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Competences/Study results	<p>C1. Knowledge, understanding of the basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication</p> <p>C2. Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated with the field</p> <p>C3. Application of basic principles and methods for solving well-defined problems/situations, typical of the field in conditions of qualified assistance</p> <p>C5. Developing professional projects with the use of established principles and methods in the field</p>
Transversal competences	

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

7.1 General objectives of the course	Training and development of students' ability to use management information systems
7.2 Specific objectives of the course	<ul style="list-style-type: none"> - 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; - development of internet use skills for business administration; - training skills on the proper use of management information systems, expressed through the application and problem solving; - training the skills of analysis and interpretation of the information provided by the management information systems, expressed through critical and constructive reflection; - training and developing the skills to make useful applications for entrepreneurs.

8. Course contents

8.2 Laboratory	Teaching methods	Obs.
<p>Introduction</p> <p>1. Basic elements regarding management information systems. Data and information. Information technology. Information system and information system. Types of computer systems. Management information systems. The life cycle of an information system</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>2. Fundamentals of computer systems development. 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</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>3. Internet and business administration. The Internet for economists. E-government and m-government computer systems. Intelligent electronic formulation system. Public databases. Information systems of legislation</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>4. Accounting information systems. General elements regarding functional computer systems. Organization and management of accounting with computer systems for automatic data processing.</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>5. 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</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>6. Information systems for commercial and production management. Computer systems for production. Inventories management systems.</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>7. Sales analysis systems.</p>	<i>Lecture, conversation, exemplification, case study</i>	2 hour
<p>8. Financial and fiscal information systems. Financial performance</p>	<i>Lecture, conversation,</i>	2 hour

analysis.	<i>exemplification, case study</i>	
9.The registration in the programs of the treasury operations. Electronic forms.	<i>Lecture, conversation, exemplification, case study</i>	2 hour
10. Information systems for the management of human resources. Personnel data management systems. Employee records systems. Systems for designing the organizational structure of the entity	<i>Lecture, conversation, exemplification, case study</i>	2 hour
11. Information systems for tourism. Front-office computer systems. Reservation information systems. Tourist information systems using the Internet. Geographic information systems. Presentation systems based on virtual reality	<i>Lecture, conversation, exemplification, case study</i>	2 hour
12.Electronic signature. What is encryption? Cryptographic systems. Electronic signature. Electronic filing of forms	<i>Lecture, conversation, exemplification, case study</i>	2 hour
13. Control and audit of information systems. Control of computer systems. The effectiveness of computer systems. Efficiency of information systems. Audit of computer systems. Audit of information systems	<i>Lecture, conversation, exemplification, case study</i>	2 hour
14. Recap.	<i>Lecture, conversation, exemplification, case study</i>	2 hour
Bibliography		
<p>The Blackwell Encyclopedia of Management, Management Information Systems, Vol. VII, Blackwell, Oxford, 2005.</p> <p>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_Sysrem_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, 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.</p> <p>Legea contabilității nr. 82/1991, republicată în Monitorul Oficial nr. 454/2008, cu modificările și completările ulterioare</p> <p>Legea nr. 455/2001 privind semnătura electronică, Monitorul Oficial nr. 429/2001, cu modificările și completările ulterioare</p> <p>Legea nr. 53/2003 privind Codul muncii, Monitorul Oficial nr. 345/2011, cu modificările și completările ulterioare</p> <p>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</p> <p>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</p> <p>Legea nr. 170/2016 privind impozitul specific unor activități, Monitorul Oficial nr. 812/2016.</p> <p>Hotărârea de Guvern nr. 500 privind Registrul general de evidență a salariaților, Monitorul Oficial nr. 372/2011, cu modificările și completările ulterioare</p> <p>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</p> <p>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</p> <p>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</p> <p>Ordinul ministrului finanțelor publice nr. 2634/2015 privind documentele financiar-contabile, publicat în Monitorul Oficial nr. 910/2015</p> <p>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</p>		

Agenția Națională de Administrare Fiscală, <https://www.anaf.ro/>
 Inspectia 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. Corroboration of course contents with the expectations of the epistemic community's significant representatives, professional associations and employers in the field of the academic programme

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. Assessment

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

10.6 Minimum performance standard: obtaining minimum grade 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.

Fill in date
14.09.2024

Seminar tutor signature
Assistant. PhD Putan Alina

Approval date in department
16.09.2024

Department director's signature,
Assoc. Prof. PhD. Maican Silvia