



SYLLABUS
Business Information Systems
Academic year 2025-2026

1. Information regarding the program

1.1. Higher education institution	Universitatea Babeș Bolyai
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 /Bachelor in Economic Studies
1.7. Form of education	Full time

2. Information regarding the discipline

2.1. Name of the discipline	Business Information Systems			Discipline code	ILE0037		
2.2. Course coordinator	Assoc. Prof. Rozalia Veronica Rus						
2.3. Seminar coordinator	Assoc. Prof. Rozalia Veronica Rus						
2.4. Year of study	2	2.5. Semester	1	2.6. Type of evaluation	C	2.7. Discipline regime	Mandatory

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

3.1. Hours per week	4	of which: 3.2 course	2	3.3 seminar/laboratory	2
3.4. Total hours in the curriculum	56	of which: 3.5 course	28	3.6 seminar/laboratory	28
Time allotment for individual study (ID) and self-study activities (SA)					hours
Learning using manual, course support, bibliography, course notes (SA)					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	

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.
--------------------------------------	---

6.1. Specific competencies acquired

Professional/essential competencies	<ul style="list-style-type: none">Using databases specific to business management (C5)<ul style="list-style-type: none"><i>C5.1. Description of concepts, theories, and methodologies of database management specific to business administration</i><i>C5.3. Use of appropriate tools for business management data analysis</i><i>C5.4. Critical and constructive evaluation of tools used in data processing and analysis</i>
Transversal competencies	<ul style="list-style-type: none">Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork (CT2)

6.2. Learning outcomes

Knowledge	<ul style="list-style-type: none">The student has knowledge of business process automation and database automation concepts and technologies specific to the business field.The student identifies concepts and technologies of relational database management specific to the field of business administration.
Skills	<ul style="list-style-type: none">The student identifies business processes that can be automated.The student creates and manages business databases to store and analyze informationThe student uses automation tools to automate repetitive tasks in economic activitiesThe student uses relational database management tools, to automate processes.
Responsibility and autonomy:	<ul style="list-style-type: none">verifies and monitors the accuracy of automated processes, ensuring data accuracy and regulatory compliance.



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

7.1 General objective of the discipline	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 discipline	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 from 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 methods	Remarks
Information Systems - Basic concepts	lecture, discussion.	1 lecture
Components of information systems	lecture, discussion.	1 lecture
Database Management Systems	lecture, step-by-step training, discussion.	4 lectures
Tools for Business process modelling	lecture, step-by-step training, discussion.	1 lecture
Information system design	lecture, step-by-step training, discussion.	1 lecture
Enterprise Resource Planning	lecture, step-by-step training, discussion.	1 lecture
Customer Relationship Management	lecture, step-by-step training, discussion.	1 lecture
Business Intelligence, Big Data, tools for data analysis and visualization	lecture, step-by-step training, discussion.	2 lectures
Bibliography <ol style="list-style-type: none"> 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). <i>Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability</i>. John Wiley & Sons. 8. Wallace, Patricia (2020), Introduction to Information Systems, 4th edition, Pearson. 9. Other resources: applications user guides 		
8.2 Seminar / laboratory	Metode de predare	Observații
Information Systems - Basic concepts	step-by-step training, didactic exercise, case studies.	1 laboratory
Components of information systems	step-by-step training, didactic exercise, case studies.	1 laboratory



Microsoft Access - General overview. Creating a blank desktop database, database operations, creating a database using a wizard	step-by-step training, didactic exercise.	1 laboratory
Creating and working with tables in Microsoft Access – practical exercises.	step-by-step training, didactic exercise.	1 laboratory
Practical exercises on creating relationships between tables.	step-by-step training, didactic exercise.	1 laboratory
Practical exercises on creating and working with queries.	step-by-step training, didactic exercise.	1 laboratory
Tools for Business process modelling.	step-by-step training, didactic exercise.	1 laboratory
Information system design.	step-by-step training, didactic exercise.	1 laboratory
Enterprise Resource Planning.	step-by-step training, didactic exercise, case study.	1 laboratory
Customer Relationship Management.	step-by-step training, didactic exercise, case study.	1 laboratory
Business Intelligence, Big Data, tools for data analysis and visualization.	step-by-step training, didactic exercise.	2 laboratories
Bibliography		
<ol style="list-style-type: none">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). <i>Information Technology for Management: Driving Digital Transformation to Increase Local and Global Performance, Growth and Sustainability</i>. 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 discipline with the expectations of the epistemic community, professional associations and representative employers within the field of the program

- 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

- The same evaluation criteria are maintained for all exams sessions. The components of the evaluation process carried out during the semester cannot be recovered/redone in the examination sessions.
- To be able to accumulate the points obtained during the semester, it is mandatory to obtain a minimum of 5 (five) in the final exam (written/oral).

Activity type	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of 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	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 standard of performance			
<ul style="list-style-type: none"> basic knowledge of all studied systems practical skills in using the studied software tools <p>Observations:</p> <ul style="list-style-type: none"> 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! 			

11. Labels ODD (Sustainable Development Goals)¹

	General label for Sustainable Development
--	---

¹ Keep only the labels that, according to the [Procedure for applying ODD labels in the academic process](#), suit the discipline and delete the others, including the general one for *Sustainable Development* – if not applicable. If no label describes the discipline, delete them all and write „Not applicable.”.



Date:
03.04.2025

Signature of course coordinator
Assoc. Prof. Rozalia Veronica Rus

Signature of seminar coordinator
Assoc. Prof. Rozalia Veronica Rus

Date of approval:
10.04.2025

Signature of the head of department
Assoc. Prof. Marius Bota