

SYLLABUS for Information Management

Basic data for the course			
Academic unit:	Faculty of Economics		
Title of the course:	Information Management		
Level:	Bachelor		
Status of the course:	Obligatory		
Year of studies:	Second Year – Third semester		
Number of hours per week:	2+1		
ECTS credits:	6		
Time/location:	Faculty of Economics, University of Prishtina “Hasan Prishtina”		
Tutor:	Bujar Pira		
Tutor’s contact details:	bujar.pira@uni-pr.edu		
Content of the course			
	The course offers foundation knowledge about the use of the Microsoft Office Program. The course is comprised of the following: MS Word; MS Excel; MS Access and MS Power Point and more advanced use of WINDOWS and Internet.		
Course’s objectives:			
	Course consists of lectures and tutorials. The tutorial part is done by using the programs of MS Office package in the Computer Lab.		
The expected outcomes:			
	The aim of the course is to provide students with the necessary information about the relevance of information technology nowadays. The course will prepare students to effectively use the programs of Microsoft Office; in this way they will be equipped with necessary skills to perform office tasks and educational assignments.		
The students’ workload (hours per semester, ECTS)			
Activity	Week	Hours	Total
Lectures	13	2	26
Seminars (theoretical and practical)	1	15	15
Case studies	1	15	15
Direct contact with tutor	1	2	2
Field research			
Colloquiums	2	2	4
Homework	1	15	15
Individual study (at library or at home)	1	43	43
Final preparation for the exam	2	15	30
Evaluation			
Projects, presentation etc.			

Total		150
Teaching methods:	Teaching and learning methods: Course consists of lectures and tutorials. The tutorial part is done by using the programs of MS Office package in the Computer Lab.	
Assessment methods:	Ratio between the practical and theoretical is based 50% with 50%. Firstly the students are introduced to the theoretical framework from the latest literature, and then they gained knowledge is applied in the tutorial's part through the use of the programs of MS Office.	
Literature		
Basic literature:	<p>1. Microsoft Office 2010: Introductory (Shelly Cashman Series(r) Office 2010) Paperback– Student Edition, August 5, 2010 by Gary B. Shelly (Author), Misty E. Vermaat (Author), ISBN-13: 978-1439078389 ISBN-10: 1439078386 Edition: 1st</p> <p>2. Microsoft Office 2013: Illustrated Introductory, First Course Spiral-bound– April 2, 2013, David W. Beskeen, ISBN-13: 978-1285088457 ISBN-10: 128508845X Edition: 1st</p>	
Additional literature:	Case studies related to the subject.	

The detailed plan of work:	
Week	Topic
Week 1	Introduction of the Information Management
Week 2	Development of Information Management
Week 3	General systems theory
Week 4	Systems functioning, Entropy and Feedback.
Week 5	Cybernetics and Business informatics
Week 6	New professions of Business informatics and new trends
Week 7	1 st assessment
Week 8	Quality, quantity and time value of information.
Week 9	Information systems. Types of information systems and their characteristics.
Week 10	Business information systems and their subsystems.
Week 11	New role of information systems in business and enterprise competitiveness.
Week 12	Computer networks. Phases of computer networks. Computer networks: WAN, MAN and LAN.
Week 13	Telecommunication and telematics.
Week 14	Enterprise informatization (CAD, CAM, CAQ etc.) and office autoimmunization.
Week 15	2 nd assesment (Discussion and second assessment)

Academic policies and code of conduct:

Students are expected to participate in lectures and exercises. Also, consultation are available as well and students are instructed to use computers in their work though case studies. They are encouraged to use information technology in problems solving. They should respect the code of conduct during lectures and exams and in communication with the academic staff.