



**University of Prizren “Ukshin Hoti”**  
**Faculty of Economics**  
 Program: **INTERNATIONAL MENAGEMENT**

SYLLABUS							
<b>Level of studies</b>		Bachelor	Program	IM		Academic year	2019/20
<b>SUBJECT</b>		BUSNISS INFORMATION SYSTEM					
<b>Year</b>	II	<b>The status of Subject</b>	Obligatory	<b>Code</b>		<b>ECTS credits</b>	5
<b>Semester</b>	III						
<b>Teaching weeks</b>	15		Teaching classes			Lectures	Exercises
						2	2
<b>Teaching Methodology</b>	Interactive lectures, seminar papers, discussions						
<b>Consultation</b>							
<b>The teacher</b>	Prof. Ass. Dr. Naim Baftiu			e-mail	<a href="mailto:naim.baftiu@uni-prizren.com">naim.baftiu@uni-prizren.com</a>		
				Tel.	+383(o)44 234 018		
<b>Assistant</b>	PhD.can. Afrina Skeja			e-mail	<a href="mailto:afrina.skeja@uni-peizren.com">afrina.skeja@uni-peizren.com</a>		
				Tel.	+ 383(o)44 944 399		
<b>The purpose of the course</b>				<b>Expected learning outcomes</b>			
<ul style="list-style-type: none"> <li>- Recognizing students with the basic elements of IT systems, hardware and software (operating systems and Microsoft Office packages) that are used in information technology equipment with particular emphasis on PCs.</li> <li>- The student will also be familiar with the project management tasks in the business administration, create necessary IT documents in business administration. The student will also be notified of Internet services and their use for professional purposes.</li> <li>- To teach students how to apply IT in future work in Business Administration in different institutions and companies through application software packages.</li> </ul>				At the end of lectures and exercises, students are expected to be able to: <ul style="list-style-type: none"> <li>- To understand how to write or present professional papers and create business documents in Word, Excel uses spreadsheet-spreadsheet applications.</li> <li>- Learn data management systems, e-mail clients.</li> <li>- Compile project assignments related to business administration where they work or study.</li> <li>- To create and publish business pages for the company or institution they work for.</li> </ul>			
<b>Methodology for the implementation of educational topics:</b>							

- Lectures and exercises will be held in one semester and that is 2 hours of lectures and 2 hours of exercises (the number of hours is preferred to increase). This course is evaluated with 6 credits. Lectures will be held in groups of 30 to 40 students, and the exercises will be made in groups of 25 to 30 students.
- During the lectures students are activated with additional comments, questions and explanations. A maximum of 60 hours of formal contact time (lectures and labs) is needed. Likewise, project tasks will be performed according to the instructions of the professor and the assistant who will strengthen the student's practical and independent future work in studies or work. Consultations with the student will also be held according to the agreement. Students have the right to communicate via email with the professor and the assistant.

Interactive lectures, seminar papers, discussions etc.

**Conditions for realization of educational topics:**

Hall with the possibility of obscuring, computer and projector.

**• Methods of evaluation and passing criterions**

Students are evaluated through testing, whereas the final grade consists of four components: <ul style="list-style-type: none"> <li>Regular attendance ..... 5%</li> <li>Test 1..... 15%</li> <li>Test 2 ..... 15%</li> <li>Seminar work ..... 5%</li> <li>Individual Task ..... 10%</li> <li>Final exam ..... 50%</li> </ul>	<b>Evaluation in%</b>	<b>Final grade</b>
	91 - 100	10 ( ECTS – A)
	81 – 90	9 ( ECTS - B)
	71 – 80	8 ( ECTS - C)
	61 – 70	7 ( ETCS - D)
	51 – 60	6 ( ETCS - E)
40 - 50	5* ( ETCS – FX)	

**Obligations of the student:**

Lectures	Exercises
<ul style="list-style-type: none"> <li>- Attending lectures,</li> <li>- Participation in debates,</li> <li>- Adhering to the code of courtesy, etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Attending of hours of exercise</li> <li>- Adhering to the code of courtesy, etc.</li> </ul>

**Student’s workload for the subject**

Activity	classes	Days / Week	Total:
Lectures	2	15	15
Practical work (Internship)	2	15	15
Consultation with teachers	1	15	15
Field work visits			
Seminars	1	15	15
Own study time	1	15	15
Preparation for final exam	2	10	20
Time spent on assessment (tests, exams, etc.)	1	15	15
Projects, presentations, etc.	1	15	15
Note: 1 ECTS credit = 25 hours of commitment, example -if the subject has 5 ECTS credits a student must have 125 hours during the semester commitment		<b>In total:</b>	<b>125</b>

Week	Lecture	Exercises
------	---------	-----------

1.	Topic	classes	Topic	classes
	Introduction to Business Informatics Understanding business information and its development. Types of digital systems with focus on the binary system.	2	Organizing students in groups for practical lectures and practical exercises with computers. Numerical exercises.	2
2.	Basic operating system concepts. Presentation of PC data, basic work on the Windows operating system and other types of operating systems.	2	<b>Numerical exercises.</b> Viewing PC performance on laboratory and discussion about In case of purchasing a PC. Ways of copying, relocating, and deleting from hard drives and drives Other computer memory.	2
3.	The basic terms of the Windows operating system package Microsoft Office. Applications of Windows operating system like Paint, Word. Word elements (with document adaptation, table building, automation of work, etc.). Microsoft Excel (here's more about the concepts and toolkit in the main Excel menu.) Creating tables and inserting different types of content into the tables.	2	<b>Numerical exercises.</b> Exercises and Tasks Related to Text Processing in Notepad and Word. Create folders, naming and file manipulations in Word. Ways - ways of Writing and margins of documents. Exercises and tasks related to the Office Excel package. Creating examples with tables Table layout. Use the tools from the main menu of Excel.	1
4.	Digital Business Management Information Systems in the Enterprise Information Systems, Organization, Management and Strategy Hardware and Software Resource Management Data Resource Management	2	Exercises and tasks related to the processing of the power point program and the provision of seminar work for the student.	2
5.	1. Designing Competitive Effective Systems. 2. Understanding system requirements in the global business environment 3. Creating an information architecture to support the organization's goal 4. Determining the Value of Information Systems Businesses 5. Designing systems that people can control, understand, and utilize with social and ethical responsibilities.	2	Solution solutions with the implementation of formulas for different calculations, collection, subtraction, multiplication and subtraction of contents into cells, columns, lines, etc. Numerical exercises. Direct combining tasks between excel and graphs according to formed tables. Their management as well as the readable actions of the charts-their cholera	2

6.	<p>What are the main applications of the business system? What role do they play?</p> <p>How do information systems support key business functions? Why do managers need to pay attention to business hour processes? What are business benefits with the use of shared private industrial networks and enterprise systems?</p> <p>Which types of information systems are used by companies operating in the international market?</p>	2	Exercises and tasks for professional preparation as well as daily reports from Word and Excel.	2
7.	<p>Sustainability of competitive advantage</p> <p>Adapting technology to organization (or vice versa)</p>	2	Examples of using information technology in business. Formulate the block diagram with the formulas of Word it as well as the formation of tables.	2
8.	The colloquium test -I-	2	The colloquium test -I-	2
9.	<p>Designing knowledge systems that enhance organizational performance</p> <p>Identify and implement intelligence applications artificial</p> <p>Presentation, evaluation and discussion related to project tasks</p>	2	<p>Start the Protection of Seminar Works as well as providing guidelines for seminar work.</p> <p>Microsoft Office Power Point. PowerPoint View Types. Creating a presentation. Design. Introducing Graphics and Photography. The way of presentation.</p> <p>Work with the Print Screen.</p> <p>Examples of Power Point Presentations Creation. Use symbol markers for the slogan word.</p> <p>Creating slides, copying, migrating. How to insert photos, objects etc.</p>	2
10.	<p>Internet-Internet Services Web browsers E-mail</p> <p>Internet Security. How has internet technology changed the value of the offer and the business models?</p> <p>What is Electronic Commerce (Electronic Commerce)? How has consumer electronics and business-to-business transactions changed?</p> <p>What are the main payment system for electronic commerce?</p>	2	<p>Internet Technology and Digital Signatures</p> <p>Internet Business Models. Creating a web site for companies. Examples of creating a personal account like Microsoft Outlook, Microsoft office Express, Mozilla, Thunderbird, or Eudora. Examples of enamel creation via web browsers like Gmail (<a href="http://www.gmail.com">www.gmail.com</a>) or Yahoo</p>	2

	<p>How can web technology support e-business (e-business) and supply chain management (IT)?</p> <p>What are the biggest managerial and organizational challenges caused by trade and e-business?</p>		<p>Through <a href="http://mail.yahoo.com">http://mail.yahoo.com</a> .</p> <p>Manipulations on these personal accounts.</p>	
11.	<p>Which ethical, social and political issues are raised by information systems?</p> <p>Are there specific principles for behaviour that can be used to guide decisions about ethical dilemmas?</p> <p>Why do contemporary IT systems pose challenges to the protection of individual privacy and intellectual property?</p> <p>How the information systems have influenced everyday life</p> <p>How can organizations develop corporate policies for ethical behaviour?</p>	2	<p>Word-specific formulas and their presentation for calculation.</p> <p>Web design software and presentation for marketing, communication and online shopping. Business Publishing Creating a Web Page through Publisher 2007</p>	2
12.	<p>Why businesses find it difficult to find the information they need in their information systems</p> <p>How the Data Management System helps businesses improve their organization of data.</p> <p>What are the managerial and organizational requirements in a database environment?</p> <p>Which technologies and tools can make the databases easier and more useful?</p>	2	<p>Internet Privacy Challenges: Computer monitoring, capture, storage systems.</p> <p>Communications made through: monitoring tools, cookies, web bugs; spyware.</p> <p>Exercises related to the creation of the Web</p> <p>Pages in Publisher 2007 as well as searching for free apps from the internet.</p>	2
13.	<p>Web design software and presentation for marketing, communication and online shopping.</p> <p>Data resource management with IT.</p>	2	<p>Organizing Data in a Traditional File Environment, File Organization Concepts</p>	2
14.	<p>Internet: Information Technology Infrastructure for the Digital Signature</p> <p>How does the Internet work? What is his role in business?</p> <p>What is the World Wide Web? How are organizations benefiting from using Web technology?</p> <p>Which wireless technology (wireless)</p>	2	<p>How does the Internet work, What is his role in Business, What is the World Wide Web, How organizations benefit from using Web technology.</p>	2

	and which applications can be used to access the Web? Which technologies are used to support electronic commerce and e-business? What management problems have been raised through Internet and technology and how are the problems solved?			
15.	<b>Test-2</b>	1	<b>Test-2</b>	1

## LITERATURE

### Basic Literature:

- Essentials of Management Information System 6e, PRENTICE HALL, 2016
- Informatika ne biznes - Mihane berisha, universiteti i Prishtines, 2016.
- Teoria: "Business Driven Technology"; Stephen Haag, Paige Baltzan, Amy Philips. McGraw-Hill 2006, USA. ISBN: 0-07-298301-9.
- Praktika: 1 + "Microsoft Access"; Agni Dika. Prishtinë, 2006 si dhe njohuri ne programe softuerikë.
- Besnik Skënderi: Elemente themelore në Word dhe Excel-libra shqip për Power Point etj. Prishtinë 2011.
- By Kati MS Office Collection Word, Exel, Power Point, Outlook, January 5 2012.
- Fredrik Shalesi "Hapat e parë në boten e kompjuterit" Tiranë 2011.
- N. Braha dhe F. Merovci, Bazat e punës me kompjuter, Prishtinë, 2006.
- Mihane Berisha: Dispencë: Informatika Afariste.
- Literature is not limited to specific texts. The ECDL edition can be used as an approximate curriculum.
- Lectures summarized by the teacher
- Every book and any internet link that is compatible with the subject curriculum can be freely used.
- Literature can be even wider and in the choice of students themselves, but for topics which are discussed and are related to the topics in this syllabus.

No literature is published that was published ten years ago. More literature is published in the last five years.

### Note:

- For each subject, students will be provided with the necessary materials in Albanian.
- At the end of each lesson, certain student groups will engage in a task or case study on the topic taught. The results achieved by that task, student groups must present and discuss them at the classroom hours.