

DETAILED COURSE CURRICULUM

GENERAL INFORMATION											
Course name	Business Informatics										
Study programme	Business Economics in Tourism and Hospitality - module <i>Hospitality Management</i>										
Year of study	1 st										
Course status	Mandatory										
Course web site	https://moodle.srce.hr/2022-2023/course/view.php?id=136834										
Evaluation in points and forms of classes:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ADD8E6;">ECTS coefficient of student workload</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="background-color: #ADD8E6;">Number of classes (L+P+S)</td> <td>15+15+0</td> </tr> </table>	ECTS coefficient of student workload	3	Number of classes (L+P+S)	15+15+0						
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Course holder	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ADD8E6;">Name and surname</td> <td>Tomislav Car, Ph.D, Assistant Professor</td> </tr> <tr> <td style="background-color: #ADD8E6;">Office</td> <td style="text-align: center;">C1</td> </tr> <tr> <td style="background-color: #ADD8E6;">Office hours</td> <td>Tuesday 10.00 a.m. - 12.00 p.m. Friday 3.00 p.m. - 5.00 p.m.</td> </tr> <tr> <td style="background-color: #ADD8E6;">Telephone</td> <td style="text-align: center;">+385 51 294 180</td> </tr> <tr> <td style="background-color: #ADD8E6;">e - mail</td> <td style="text-align: center;">tcar@fthm.hr</td> </tr> </table>	Name and surname	Tomislav Car , Ph.D, Assistant Professor	Office	C1	Office hours	Tuesday 10.00 a.m. - 12.00 p.m. Friday 3.00 p.m. - 5.00 p.m.	Telephone	+385 51 294 180	e - mail	tcar@fthm.hr
Name and surname	Tomislav Car , Ph.D, Assistant Professor										
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COURSE DESCRIPTION											
Course objectives	<p>To enable students to understand the basic concepts of a systems approach and informatics as scientific and practical business disciplines, grasp the fundamental principles of computer operations, and gain insight into the advantages of using IT as support to business ISs. To enable students to acquire specific skills and competencies needed to apply software tools in solving business problem cases.</p>										
Expected learning outcomes related to the Course	<p>After successfully completing the course, students will be able to:</p> <ol style="list-style-type: none"> 1. Correctly interpret the concepts of systems approach and informatics from both a theoretical and practical perspective. 2. Identify the primary parts of an information system and distinguish among them with regard to objectives and functionality in business practice. 3. Analyse the advantages and weaknesses in using management support systems and knowledge-based systems in the decision-making process. 4. Assess the importance of computer networks and Web technology in modern business operations. Use software tools to solve tasks in business document processing, business analysis and reporting, database creation and the preparation of business presentations. 										
Teaching methods	Lectures, Exercises, Individual assignments, Multimedia and network, Mentorship										

Students' obligations and method of evaluating the obligations (integration of learning outcomes, teaching methods and assessment)

<i>Activity type</i>	<i>ECTS credits assigned to the activity</i>	<i>Learning outcomes</i>	<i>Student activity</i>	<i>Assessment method</i>	<i>Credits (maximum per value)</i>
Class attendance	1	1-5	Attendance: >75%	Evidence of class attendance	0
Students' independent work (Practical assignment 1 and 2)	0,8	5	Active work on the computer; writing, calculating, and presenting assignments.	0-36 credits depending on the degree of accuracy.	PA 1. 18 PA 2. 18
Continuated test (mid-term exam)	0,7	1-5	Preparation for the periodic test	0-34 credits depending on the degree of accuracy.	1st mid-term exam: 18 2nd mid-term exam: 16
Final exam	0,5	1-5	Preparation for the final exam	0-30 credits	30
Total ECTS credits	3			Total credits	100

Notes and activity description

Class attendance:

Class attendance is mandatory. Attendance of 75% is required for admission to the final exam.

Practical Assignments:

Students must independently create practical assignments using the software package MS OFFICE. Students will be given the assignment in class as part of the exercises (work on the computer). With each practical assignment completely solved, the student achieves 18%. At the beginning of the academic year, during the first weeks of class and as part of the exercises, students are introduced to the office software package MS. Throughout the semester, the exercises take place on the computer (MS Office program package), where the students' work is constantly monitored. Students actively participate in solving the set tasks / performing the exercises - work on the computer.

Continuation test:

It is conducted by two intermediate examinations (in written form). The following types of questions are equally represented: closed questions (with one or more correct answers, selection whether the statement is true or false - rounding questions), open questions (completion of certain statements, definition of certain terms). Midterm exams are prepared based on the basic literature and e-materials published in the Merlin system and according to the schedule published at the beginning of the academic year (semester). A student may earn a maximum of 18 points from the first colloquium and a maximum of 16 points from the second colloquium.

Final Exam:

The final exam is mandatory. Prerequisite for taking the final exam:

For full-time students is:

- Attendance of at least 75% in class.

- 35% and more grade points achieved in class

The final exam is prepared based on the basic literature and e-materials published in the Merlin system and according to the schedule published at the beginning of the academic year (semester). The final exam consists of ten questions with the same point value and is graded according to the exam regulations.

Note: The course uses a number of software programs - MS Office package (Word, Excel, PowerPoint, Outlook tools).

Assessment method

The assessment and the evaluation of the students' work during the class and on the final exam is carried out according to the Rulebook on evaluation of students at the Faculty of Tourism and Hospitality Management.

REFERENCES

Obligatory references

1. Bocij, P., Greasley, A., & Hickie, S. (2018). Business information systems: Technology, development and management for the modern business. Pearson.

Additional references

1. Laudon, K.C., Laudon, P.J. (2020). Management Information Systems: Managing the Digital Firm. 16th edition. Pearson Education.
2. Beynon-Davies, P. (2020). Business Information Systems. 3rd edition. Red Globe Press.

Quality and course performance monitoring method

The quality of lectures is monitored according to the regulations of the University of Rijeka. In the last weeks of lectures of the current semester, an anonymous survey is conducted to let students evaluate the quality of lectures in the Course.

EXAM DEADLINES

Do not enter the terms but the following text:

For undergraduate study:

The schedule of exam deadlines is available at the link: <https://www.fthm.uniri.hr/studiji/preddiplomski-sveucilisni-studij/ispiti>

ADDITIONAL COURSE INFORMATION

Method of informing the students

The students are informed on the course through the Merlin system and the Faculty web site <https://www.fthm.uniri.hr/>.

Regular information is the personal responsibility of the student.

**LECTURES SCHEDULES
FULL-TIME STUDIES**

The lectures of the course will be held according to the following schedule:

N.	Date/Hours from – till / Hall	Lecture type	Topic	Group	Coordinator
1	04.10.2022. 12.30 – 13.15	L	System approach and informatics	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Word	HM	Tomislav Car
2	11.10.2022. 12.30 – 13.15	L	Data, information and knowledge	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Word	HM	Tomislav Car
3	18.10.2022. 12.30 – 13.15	L	Hardware	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Word	HM	Tomislav Car
4	25.10.2022. 12.30 – 13.15	L	Software	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Word	HM	Tomislav Car
5	05.11.2022. 12.30 – 13.15	L	Computer networks	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Word	HM	Tomislav Car
6	08.11.2022. 12.30 – 13.15	L	World Wide Web	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
7	15.11.2022. 12.30 – 13.15	L	E-Business + 1. mid-term exam	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
8	22.11.2022. 12.30 – 13.15	L	Information technology and trends in modern business	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
9	29.11.2022. 12.30 – 13.15	L	Management support systems	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
10	06.12.2022. 12.30 – 13.15	L	Knowledge based systems	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
11	13.12.2022. 12.30 – 13.15	L	Information systems security	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS Excel	HM	Tomislav Car
12	20.12.2022. 12.30 – 13.15	L	Word processing	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS PowerPoint	HM	Tomislav Car

13	10.01.2023. 12.30 – 13.15	L	Spreadsheet system	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS PowerPoint	HM	Tomislav Car
14	17.01.2023. 12.30 – 13.15	L	Database management system	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS PowerPoint	HM	Tomislav Car
15	24.01.2023. 12.30 – 13.15	L	Slideshow presentation program + 2. mid-term exam	HM	Tomislav Car
	13.15 – 14.00 Hall B3	E	MS PowerPoint	HM	Tomislav Car