

	<u>Subject title:</u> <b>BUSINESS INFORMATICS</b>			
<u>Subject code:</u>	<u>Subject Status:</u>	<u>Semester:</u>	<u>Credit value:</u>	<u>Teaching load:</u>
	Compulsory	I		2L+3T

<u>Study programme:</u> Academic Undergraduate Studies: Financial Management/Marketing
<u>Responsible Staff:</u> Sonja Klenak, PhD; Teaching assistant: Tripo Matijević
<u>Pre-requisite:</u> Nil
<u>Mode of study</u> Lectures, tutorials
<u>Assessment:</u> Attendance – 5 points Tests from ECDL module – 15 points Mid-term test I – 20 points Mid-term test II – 20 points Final exam – 40 points
<u>Objectives:</u> To acquire fundamental knowledge of the information systems To gain knowledge of the modern information and communication technologies To learn about the functioning and importance of business information systems To learn about the method of IS creation To gain knowledge of the personal and social characteristics of the use of computers

### **SYLLABUS:**

- Introduction to information systems. Definition, tasks and IS components.
- Development of information systems. Business organization and information system. Business information systems.
- Computer hardware. Processor. Motherboard. Memory. I/O devices. Types of computer systems.
- Computer software. System software.
- User programmes.
- Application software.
- Programme language.
- Software characteristics and software development trends.
- Telecommunications. Computer system and distributed systems. Client-server systems. Communication protocols. Communication software.
- World Wide Web. Web 2.0 and social Web. Web services. Internet and Web applications. Intranet and Extranet.
- E-commerce. E-commerce models. Electronic and mobile applications. Technological infrastructure necessary for e-commerce and m-commerce.

- Computer errors and computer viruses. Protection from computer viruses.
- Computer criminal. Objects of computer crime. Prevention from computer crime.
- Knowledge management and specialized IS. Artificial intelligence. Expert systems. Virtual IS.
- Transaction systems. Activities of transaction systems. Transaction systems of small and medium-sized enterprises.

#### **READING LIST AND REFERENCES:**

- V. Rajaraman, *Introduction to Information Technology*, PHI Learning Pvt. Ltd., Jan 1, 2003.
- Guy Hart-Davis, *Beginning Microsoft Office 2010*, Apress, ISBN: 978-1-4302-2949-0, 2010.
- Mary Thomas, *Word 2013*, ISBN: 978-87-403-0652-1
- Shelley Fishel, *PowerPoint 2013*, ISBN: 978-87-403-0720-7
- Stephen Moffat, *Excel 2010 Advanced*, The Mouse Training Company, ISBN: 978-87-7681-788-6
- Stephen Moffat, *Excel 2007 Advanced: Part I*, The Mouse Training Company, ISBN: 978-87-403-0033-8