

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Economic Informatics and Cybernetics
1.4. Field of study	Business Administration
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Business Administration
1.8. Language of study	English
1.9. Academic year	2019-2020

2. Information on the discipline

2.1. Name	Business informatics								
2.2. Code	19.0254IF1.1-0005								
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	6
2.8. Leaders	C(C)	conf.univ.dr. VESPAN Dragos Marcel				dragos.vespan@ie.ase.ro			
	S(S)	conf.univ.dr. VESPAN Dragos Marcel				dragos.vespan@ie.ase.ro			

3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	3.00 of which
	C(C) 1.00
	S(S) 2.00
3.3. Total hours from curriculum	42.00 of which
	C(C) 14.00
	S(S) 28.00
3.4. Total hours of study per semester (ECTS*25)	150.00
3.5. Total hours of individual study	108.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	40.00
Additional documentation in the library, on specialized online platforms and in the field	40.00
Preparation of seminars, labs, assignments, portfolios and essays	25.00
Tutorials	1.00
Examinations	2.00
Other activities	

4. Prerequisites

4.1. of curriculum	
4.2. of competences	

5. Conditions

for the C(C)	Activities must take place in rooms with multimedia equipments for lecturing and with computers having Microsoft Project installed.
for the S(S)	Activities must take place in laboratories equipped computers having Microsoft Project installed.

6. Acquired specific competences

	C6	Use in an integrated manner of databases and knowledge in applying methods, techniques and procedures of business administration
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7. Objectives of the discipline

7.1. General objective	Developing students' abilities to use Microsoft Project for project management: project planning and project tracking.
7.2. Specific objectives	Utilizarea Microsoft Project pentru planificarea proiectului, alocarea resurselor și urmărirea derulării acestuia

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Project management fundamentals.	Lecturing with powerpoint support and practical exemplification	
2	Defining project objectives. Project borders and environment.	Lecturing with powerpoint support and practical exemplification	
3	Structure of project tasks. Types of tasks, constraints and precedencies.	Lecturing with powerpoint support and practical exemplification	
4	Project critical path.	Lecturing with powerpoint support and practical exemplification	
5	Management of project costs.	Lecturing with powerpoint support and practical exemplification	
6	Using graphical and synthesis tools to evaluate the project.	Lecturing with powerpoint support and practical exemplification	
7	Measuring project performance through earned value.	Lecturing with powerpoint support and practical exemplification	
8	Electronic commerce: strategies and developments		
9			

Bibliography

- Elaine Marmel, Microsoft Project 2007 Bible, Wiley Publishing, Inc, 2007
- Dragos Vespan, Informatics for Business Administration, Lecture Notes, 2018, <http://en.it.ase.ro>
- Beatrice Daburon, Microsoft Project 2010, Saint-Herblain, 2010

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Setting up a project. Presenting Microsoft Project environment and features.	Presentation on projector and interactive exemplification	
2	Inserting general information about the project and setting up calendars.	Presentation on projector and interactive exemplification	
3	Project scheduling. Use of calendars in Microsoft Project.	Presentation on projector and interactive exemplification	
4	Inserting tasks list, durations, precedencies and constraints, inserting summary tasks and milestones.	Presentation on projector and interactive exemplification	
5	Defining project resources, allocating resources to tasks.	Presentation on projector and interactive exemplification	
6	Inserting resources and costs for each resource. Using resource calendars and task calendars. Using cost tables for resources.	Presentation on projector and interactive exemplification	
7	Allocating resources to tasks. Resource levelling.	Presentation on projector and interactive exemplification	
8	Analysis of resource usage, resource levelling.	Presentation on projector and interactive exemplification	
9	Using views and filters. Data import and export.	Presentation on projector and interactive exemplification	
10	Saving the baseline and project tracking.	Presentation on projector and interactive exemplification	
11	Project deployment and project update. Project control.	Presentation on projector and interactive exemplification	
12	Creating project reports.	Presentation on projector and interactive exemplification	
13	Project close-up. Setting up a template.	Presentation on projector and interactive exemplification	
14	Presentation of team projects	Presentation on projector and interactive exemplification	

Bibliography

- Dragos Vespan, Informatics for Business Administration, Lecture Notes, 2018, <http://en.it.ase.ro>
- Elaine Marmel, Microsoft Project 2007 Bible, Wiley Publishing, Inc, 2007

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

In order to provide content, the choice of teaching / learning methods, the discipline holders have held several meetings with representatives of the business community. Also, to the discussion for discipline content other teachers in the field and teachers who teach in the undergraduate program have participated. The meeting aimed to identify the needs and expectations of employers in the sector and coordination with similar programs at other institutions of higher education.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Implementation of a project in Microsoft Project	Project presentation	40.00
10.2. Final assessment	Evaluation of chosen answers	Multiple choice questions test	60.00
10.3. Modality of grading	Whole notes 1-10		
10.4. Minimum standard of performance	Setting task and resources of a real project into Microsoft Project, identifying critical path, allocating resources on tasks and updating the project according to its real deployment.		

Date of listing,
06/06/2020

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,