

Annex No. 3		First Cycle Studies Course Programme			
1.	Course Title	Information Technologies			
2.	Code	EBU 230			
3.	Study programme	E-business			
4.	Organizer of the study programme (university unit i.e. institute, chair, department)	Ss. Cyril and Methodius University in Skopje Faculty of Economics - Skopje Chair of			
5.	Level (first, second, third cycle)	First cycle			
6.	Academic year / semester	2022-2023 (summer semester)	7.	Number of ECTS credits	7.5
8.	Professor	Prof. Saso Josimovski, PhD			
9.	Preconditions for enrolment	None			
10.	Course Objectives (Competencies): After taking this course, students should be able to: <ul style="list-style-type: none"> • familiar with the fundamental concepts of information technologies • familiar with the most important information technologies utilized in a business environment; • familiar with the basics of networking and communications technologies and their added value to business operations • familiar with the hardware and software systems used in business; • acquainted with new trends in the development of information and communication technologies and their impact on enterprises and societies; • capable of using computers as a means of increasing productivity and performance (Windows operating system and Microsoft Office software packages, as well as the Internet Explorer browser) 				
11.	Course content: The course introduces students to the most important information technologies that they will encounter and use in performing work tasks and responsibilities. Among others, content such as hardware and software systems used in business, the impact of information technology on the way companies operate, the impact of information technology on societies, computer networks, the Internet, information systems, methodologies for the introduction of information and communication technologies in business operations, security and safety aspects of the use of information technologies, electronic data exchange and work with microcomputers (Microsoft Office), which today fundamentally change the way organizations conduct business activities. The exercises part of the course curriculum will be performed in a computer lab.				
12.	Learning methods: Lectures with presentations, interactive lectures, team work, guest lecturers, case studies, preparation and presentation project tasks				
13.	Total hours	7.5 ECTS x 30 classes = 225 classes			
14.	Allocation of hours per activity	60+30+135= 225 classes			
15.	Types of teaching activates	15.1.	Lectures	60 classes	
		15.2.	Exercises (Seminars)	30 classes	
16.	Other types of activities	16.1.	Project tasks	45 classes	
		16.2.	Individual tasks	0 classes	
		16.3	Home learning	90 classes	
17.	Grading method: 60+30+10=100 points				
	17.1.	Tests (Domain, Essay, Multiple choice exam, Case)			60%

	17.2.	Individual work/project (presentation: written and oral)	30%			
	17.4.	Attendance and class participations	10%			
18.	Grading scale		less than 50 points	5 (five) (F)		
			from 51 to 60 points	6 (six) (E)		
			from 61 to 70 points	7 (seven) (D)		
			from 71 to 80 points	8 (eight) (C)		
			from 81 to 90 points	9 (nine) (B)		
			from 91 to 100 points	10 (ten) (A)		
19.	Preconditions for taking the final exam		Realized activities from points 15 and 16			
20.	Language		Macedonian language, English language			
21.	Evaluation method		Internal evaluation and survey			
22.	Literature					
	22.1.	Compulsory literature				
		No.	Author	Title	Publisher	Year
		1.	Efraim Turban Linda Volonino Gregory R. Wood	<i>Information Technology for Management</i>	10th edition, John Wiley&Sons	2015
		2.	Carol V. Brown; Daniel W. DeHayes; Jeffrey A. Hoffer; E. Wainright Martin; William C. Perkins	<i>Managing Information Technology</i>	Prentice Hall	2012
	22.2.	Additional literature				
		No.	Author	Title	Publisher	Year
		1.				
2.						