

Course	INFORMATICS		
Language of Instruction:	English	Level	I.
		ECTS	7
Required Prerequisites:	None	Number of hours	15
Holder	Ljupčo TODOROVSKI, PhD.	Semester	Autumn or spring
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Methods of teaching:	<i>lectures and seminars</i>		
Form of Assessment:	<i>seminar work and an oral exam</i>		

1. Course aim

The aim of this course is to present the theory and wider area of information systems and the need and importance for their introduction into organisational and business systems.

2. Course contents

1. Definition of Key Concepts
2. General Systemic Theory
3. Foundations of Information Systems
4. Presentation of Key Developments in the Informatisation of Administration
5. Information and Telecommunication Technology
6. Informatisation of Administration Processes
7. E-Administration
8. Examples of Typical Information Systems in Public Administration

3. Student obligations

Preparation and presentation of a seminar paper, active participation in the course and oral exam.