

## SYLLABUS Informatics

### 1. Information on academic programme

1.1. University	"1 Decembrie 1918" University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Undergraduate
1.6. Academic programme / Qualification	Business Administration/ 242102 Process improvement specialist, 242104 Process manager, 242110 Economic performance planning, control and reporting specialist

### 2. Information of Course Matter

2.1. Course		Informatics			2.2. Code		BA115	
2.3. Course Leader/ Seminar Tutor				Oroian Boca Maria Loredana				
2.4. Seminar Tutor				Oroian Boca Maria Loredana				
2.5. Academic Year	I	2.6. Semester	I	2.7. Type of Evaluation (E – final exam/C-examination /VP)	C	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)		O

### 3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	2	3.2. course	1	3.3. seminar, laboratory	1
3.4. Total number of hours in the curriculum	28	3.5. course	14	3.6. seminar, laboratory	14
Allocation of time:					hours
Individual study of readers					32
Documentation (library)					-
Home assignments, Essays, Portfolios					36
Tutorials					-
Assessment (examinations)					4
Other activities.....					-

3.7 Total number of hours for individual study	72
3.9 Total number of hours per semester	100
3.10 Number of credits	4

### 4. Prerequisites (where applicable)

4.1. about curriculum	-
4.2. about competences	-

### 5. Requisites (where applicable)

5.1. course-related	Classroom with video projector board , PC and MS Office
5.2. seminar/laboratory-based	Classroom with video projector board , PC and MS Office

**6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)**

Professional competences	C1. Knowledge, and understanding of the fundamental concepts, theories and methods in the field and the specialty area; their adequate use in professional communication; C5.1. Description of concepts, theories and methodologies for database administration specific to the field of business administration C2.3. Application of adequate tools in solving problems related to the relations between the enterprise/organization units
Transversal competences	CT1 Real-time solution, under qualified assistance conditions, of a real / hypothetical problem at the workplace, respecting the rules of professional deontology.

**7. Course objectives (as per the programme specific competences grid)**

7.1 General objectives of the course	<ul style="list-style-type: none"> <li>- To know and understand the fundamental concepts, theories and methods in the field and specialty area; their adequate use in professional communication; to apply the fundamental methods and principles for solving well defined,</li> <li>- To gain Knowledge of the main concepts in the IT area and the use of different types of computer tools (including online) aimed at making office work more efficient.</li> </ul>
7.2 Specific objectives of the course	<p><i>Cognitive competences: acquiring fundamental knowledge regarding the concepts and necessary for professional activity in the field.</i></p> <p><i>Technical / professional competences: understanding the correct use of the computing systems, creating efficient and complex documents effectively and understanding the mechanisms and concepts regarding recording, filtering and data analysis</i></p> <p><i>Affective competences: training and developing the capacity to understand modern computer technologies used in current practice.</i></p>

**8. Course contents**

8.1 Courses	Teaching methods	Observations
1. General concepts (computer system, types of computer systems, hardware components, software applications)	<i>Lecture, presentation, discussions</i>	<b>2 hours</b>
2. Internet: domains, websites, basic services, advanced services		<b>2 hours</b>
3. Document design: principles, formats, tools- MS WORD		<b>2 hours</b>
4. Organizing and filtering data- MS Excell		<b>4 hours</b>

5. Making presentations: principles and recommendations PPT Presentation		<b>4 hours</b>
<b>8.2 Bibliography</b>		
<a href="https://edu.gcfglobal.org/en/subjects/office/">https://edu.gcfglobal.org/en/subjects/office/</a>		
<b>Seminars</b>	<b>Teaching methods</b>	<b>Observations</b>
1. Using of computer: copy files, archive, search files, screenshots	<i>Lecture, presentation, discussions</i>	<b>1 hour</b>
2. Internet (1): personal e-mail account configuration, e-mail client configuration, online search techniques		<b>2 hours</b>
3. Internet (2): file sharing services, use of a wiki system, cloud applications: google documents		<b>2 hours</b>
4. Processing of documents:MS WORD		<b>4 hours</b>
- page formatting, paragraph, character		
- use of styles		
- generating an automatic table of contents		
- custom page numbering		
- advanced use of headers and basements		
5. Organization, filtering and analysis of spreadsheet data (through spreadsheet applications) MS EXCELL		<b>3 hours</b>
- data addressing - relative and absolute references, data series, cell areas		
- data format - appearance and display of specific numeric formats: with / without decimals, in percentage format or calendar date		
- data filtering - sorting, automatic or manual filtering		
- expressions of calculation		
- simple functions, database functions, logical functions, financial functions		
6. Presentations – MS PPT		<b>2 hours</b>
<b>Bibliography</b>		
<a href="https://edu.gcfglobal.org/en/subjects/office/">https://edu.gcfglobal.org/en/subjects/office/</a>		

**9. Corroboration of course contents with the expectations of the epistemic community’s significant representatives, professional associations and employers in the field of the academic programme**

*Consultation of romanian and international online communities*

**10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight of the final grade
10.4 Course	<i>Final assessment</i>	<i>Oral exam</i>	50%
	-	-	-
10.5 Seminar	<i>Eg. Verification during the semester</i>	<i>Portfolio with practical works</i>	50%
	-	-	-
10.6 Minimum performance standard: Obtaining minimum 5 (five).			

*C 1. Knowledge and understanding of the fundamental concepts, theories and methods in the field and speciality area; their adequate use in professional communication.*

*C5. Drawing up professional projects with methods and principles acknowledged in the field..*

Fill in date  
5.09.2019

Course titular's signature,

PhD Lecturer Oroian Boca Maria Loredana



Seminar titular's signature,

PhD Lecturer Oroian Boca Maria Loredana



Approval date in departament  
5.09.2019

Department director's signature,  
PhD Assoc.Prof. Gavrilă-Păven Ionela

