

## FIȘA DISCIPLINEI

### SYLLABUS

University year **2019-2020**

Year of Study **1 / Semester 1**

#### 1. Information on academic programme

1.1. University	„1 Decembrie 1918” of Alba Iulia
1.2. Faculty	Faculty of Economic Sciences
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 Responsabil proces, 242110 Specialist in economic performance planning, control and reporting

#### 2. Information of Course Matter

2.1. Course	Informatics			2.2. Code	AA 115		
2.3. Course Leader	Cucu Ciprian						
2.4. Seminar Tutor	Cucu Ciprian						
2.5. Academic Year	1	2.6. Semester	1	a)Type of Evaluation (E – final exam/ CE - colloquy examination / CA -continuous assessment)	CE	2.8. Type of course (C– Compulsory, <b>Op</b> – optional, <b>F</b> - Facultative)	<b>O</b>

#### 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 ECTS	4

#### 4. Prerequisites (where applicable)

4.1. curriculum-based	
4.2. competence-based	

#### 5. Requisites (where applicable)

5.1. course-related	Room equipped with video projector
5.2. seminar/laboratory-based	Room equipped with computers PC - Laboratories

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

Professional competences	<b>C5.1.</b> Description of concepts, theories and methodologies of administering databases specific to business administration
Transversal competences	<b>CT1. Solving in real time, under qualified assistance, a real/hypothetical problem in the workplace, respecting the rules of professional ethics</b>

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

7.1 General objectives of the course	Knowledge of the main concepts in the it area and the use of different types of it tools (including online) geared toward more efficient office work.
7.2 Specific objectives of the course	<p><b>Competențe cognitive:</b> <i>To acquire fundamental knowledge of it concepts necessary for professional activity in the field.</i></p> <p><b>Competențe tehnice/profesionale</b> <i>Technical/professional competences: Learning about the correct use of computing systems, creating complex and accurate documents efficiently and understanding of data recording, filtering and analysis mechanisms and concepts</i></p> <p><b>Competențe afective:</b> <i>Emotional skills: Training and developing the understanding of modern it technologies used in current practice.</i></p>

**1. Course Contents**

<b>8.1 Course (learning units)</b>	<b>Teaching methods</b>	<b>Remarks</b>
General concepts (computing system, types of computing system, hardware, software applications)	<i>Lecture, discussions, Demonstrations</i>	2 hours
Internet: Domains, websites, basic services, advanced services	<i>Lecture, discussions, Demonstrations</i>	4 hours
Document design: Principles, formats, tools	<i>Lecture, discussions, Demonstrations</i>	2 hours
Dates organization and filtering	<i>Lecture, discussions, Demonstrations</i>	2 hours
Making presentations: Principles and recommendations	<i>Lecture, discussions, Demonstrations</i>	2 hours
<b>8.2 Bibliography</b>		
<ul style="list-style-type: none"> <li>• Cucu, Ciprian – Tehnologia informației pentru economiști. Ed. Aeternitas, 2015.</li> <li>• Militaru, Gheorghe - <i>Sisteme informatice pentru management</i>. Ed. ALL, 2004.</li> <li>• Bird, Linda - <i>Internet. Ghid complet de utilizare</i>. Ed. Corint, 2004.</li> <li>• Ghid inițiere în Open Office: <a href="http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf">http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf</a></li> </ul>		
<b>Laboratory</b>	<b>Teaching methods</b>	<b>Remarks</b>
1. Utilizarea calculatorului: copiere fișiere, arhivare, căutare fișiere, capturi de ecran	Discussions, demonstrations, examples	2
2. Internet (1): configurarea contului personal de e-mail, configurarea unui client de e-mail, tehnici de căutare online	Proposed exercises, themes	2
3. Internet (2): servicii de partajare a fișierelor, utilizarea unui sistem wiki, aplicații în cloud: google documents	Discussions, demonstrations, examples	2

<p>4. Procesarea documentelor:</p> <ul style="list-style-type: none"> <li>- formatări de pagină, paragraf, caracter</li> <li>- utilizarea stilurilor</li> <li>- generarea unui cuprins automat</li> <li>- numerotarea particularizată a paginilor</li> <li>- utilizarea avansată a antetelor și subsolurilor</li> </ul>	Proposed exercises, themes	<b>4</b>
<p>5. Organizarea, filtrarea și analiza datelor tabelare (prin aplicații de calcul tabelar)</p> <ul style="list-style-type: none"> <li>- adresarea datelor – referințe relative și absolute, serii de date, arii de celule</li> <li>- formatarea datelor – aspect și afișarea unor formate numerice specifice: cu/fără zecimale, în format procentual sau dată calendaristică</li> <li>- filtrarea datelor – sortare, filtrare automată sau manuală</li> <li>- expresii de calcul</li> <li>- funcții simple, funcții de baze de date, funcții logice, funcții financiare</li> </ul>	Discussions, demonstrations, examples	<b>4</b>
<p><b>Bibliografie</b></p> <ul style="list-style-type: none"> <li>• Cucu, Ciprian – Tehnologia informației pentru economiști. Ed. Aeternitas, 2015.</li> <li>• Militaru, Gheorghe - <i>Sisteme informatice pentru management</i>. Ed. ALL, 2004.</li> <li>• Bird, Linda - <i>Internet. Ghid complet de utilizare</i>. Ed. Corint, 2004.</li> <li>• Ghid inițiere în Open Office: <a href="http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf">http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf</a></li> </ul>		

**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**

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	<i>Final evaluation</i>	<i>Written paper</i>	60%
	-	-	-
10.5 Seminar/laboratory	<i>Continuous assessment</i>	<i>Laboratory activities</i>	40%
	-	<i>portfolio</i>	-
10.6 Minimum performance standard:			
<p><i>Knowledge of the basic components of a personal computer, of the basic concepts of the Internet; knowledge of the principles of creating a document.</i></p> <p><i>Ability to send email and find information on the Internet.</i></p> <p><i>The ability to create a document of medium complexity at the level of standards in the field.</i></p> <p><i>Obtaining the minimum grade 5.</i></p>			

Submission date

Course leader signature

Seminar tutor signature

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Lect .univ.dr. Cucu Ciprian

Lect .univ.dr. Cucu Ciprian

Date of approval by Department members

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Date of approval by Faculty Council

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Departmental head signature

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