

SYLLABUS
Academic year 2024-2025
Year of Study I / Semester I

1. Information on academic program

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	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

2. Information of Course Matter

2.1. Course	Informatics		2.2. Cod disciplină	BA115			
2.3. Course Leader	Lecturer PhD. Ciortea Elisabeta Mihaela						
2.4. Seminar Tutor	Lecturer PhD. Ciortea Elisabeta Mihaela						
2.5. Academic Year	I	2.6. Semestrul	I	2.7. Type of Evaluation (E – final exam/ CE - colloquy examination / CA -continuous assessment)	CE	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

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:					ore
a. Individual study of readers					30
b. Documentation (library)					22
c. Home assignments, Essays, Portfolios					16
d. Tutorials					2
e. Assessment (examinations)					1
f. Other academic activities (study visits, mentoring, projects)					1

3.7 Total number of hours for individual study (a+b+c)	68
3.8 Total number of hours for academic activities (d+e+f+3.4)	32
3.9 Total number of hours per semester (3.7+3.8)	100
3.10 number of ECTS	4

4. Prerequisites (if necessary)

4.1. of curriculum	-
4.2. of competences	-

5. Requisites (if necessary)

5.1. for the course	Classroom with video projector / board
5.2. for the seminar	Classroom with video projector / board

6. Specific competences to be acquired

Competences/Study results	R2/C2 Manages the project evaluation indicators. Collects, reports, analyzes, and creates key indicators for a project to help measure its success R5/C5 Performs data analysis. It collects data and statistics for testing and evaluation to generate pattern statements and predictions in order to discover useful information in the decision-making process.
Transversal competences	R22/CT2 Think analytically. Think using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. R23/CT3 Adapts to change. They change their attitude or behavior to adapt to changes in the workplace.

7. Course objectives (arising from the acquired specific competencies)

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) aimed at making office work more efficient.
7.2 Specific objectives of the course	Cognitive skills: the acquisition of fundamental knowledge regarding IT concepts necessary for professional activity in the field. Technical/Professional Competences: learning to use computer systems correctly, efficiently creating complex and accurate documents and understanding the mechanisms and concepts of data recording, filtering and analysis

8. Course contents

8.1 Course	Teaching methods	Remarks
1. 1. <i>General concepts (computer system, types of computer systems, hardware components, software applications)</i>	<i>Lectures, discussions Demonstrations</i>	3 ore
2. <i>Internet: domains, websites, basic services, advanced services</i>		3 ore
3. <i>Document design: principles, formats, tools</i>		3 ore
4. <i>Organization and filtering of data</i>		2 ore
5. <i>Making presentations: principles and recommendations</i>		
Bibliography		
1. Cucu, Ciprian – Tehnologia informației pentru economiști. Ed. Aeternitas, 2015.		
2. Ghid inițiere în Open Office: http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf		
8.2 Laborator		
1. <i>Using the computer: copying files, archiving, searching files, screenshots</i>	<i>Discussions, demonstrations, examples Proposed exercises, homework</i>	3 ore
2. <i>Internet (1): setting up your personal email account, setting up an email client, online search techniques</i>		3 ore
3. <i>Internet (2): file sharing services, use of a wiki system, cloud applications: google documents</i>		3 ore
4. <i>Document processing:</i> - <i>page, paragraph, character formatting</i> - <i>use of styles</i> - <i>generating an automatic table of contents</i> - <i>customized page numbering</i> - <i>advanced use of headers and footers</i>		3 ore
5. <i>Organization, filtering and analysis of tabular data (through spreadsheet applications)</i>		2 ore

<ul style="list-style-type: none"> - data addressing – relative and absolute references, data series, cell areas - data formatting – appearance and display of specific numerical formats: with/without decimals, in percentage or date format <p>SCHEDULE</p> <ul style="list-style-type: none"> - data filtering – sorting, automatic or manual filtering - calculation expressions - simple functions, database functions, logical functions, financial functions 		
<p>Bibliography Cucu, Ciprian – <i>Tehnologia informației pentru economiști</i>. Ed. Aeternitas, 2015. Ghid inițiere în Open Office: http://www.openoffice.org/ro/doc/user_guide/initiere/GS-Master.pdf</p>		

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 in a specific field

10. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	<i>Final exam</i>	Written/practical exam	50%
10.5 Seminar/laboratory	Check practical work	Check practical work	50%
10.6 6 Minimum performance standard: Obtaining minimum grade 5 Knowledge of the basic components of a personal computer, basic internet concepts; knowledge of the principles of creating a document. Ability to send e-mail and find information on the Internet. The ability to create a document of medium complexity at the level of standards in the field.			

Fill in date
12.09.2024

Course leader’s signature,
Lecturer PhD Ciortea Mihaela

Seminar tutor’s signature,
Lecturer PhD Ciortea Mihaela

Approval date in departament
16.09.2024

Department director’s signature,
PhD Assoc.Prof. Maican Silvia