

# Syllabus

## 1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Economic Informatics and Cybernetics
1.4. Field of study	Business Administration
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Business Administration (in English language)
1.8. Language of study	English
1.9. Academic year	2019-2020

## 2. Information on the discipline

2.1. Name	<b>General informatics</b>								
2.2. Code	<b>19.0153IF1.1-0003</b>								
2.3. Year of study	<b>1</b>	2.4. Semester	<b>1</b>	2.5. Type of assessment	<b>Exam</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>5</b>
2.8. Leaders	C(C)	<b>conf.univ.dr. VESPAN Dragos Marcel</b>					dragos.vespan@ie.ase.ro		
	L/P(L/P)	<b>conf.univ.dr. VESPAN Dragos Marcel</b>					dragos.vespan@ie.ase.ro		
	L/P(L/P)	<b>Asociat dr. ISAILĂ NARCISA</b>					Narcisa.Isaila@csie.ase.ro		
	L/P(L/P)	<b>lect.univ.dr. VESPAN Alina-Mihaela</b>					alina.vespan@ie.ase.ro		

## 3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	4.00 of which
	C(C) 2.00
	L/P(L/P) 2.00
3.3. Total hours from curriculum	56.00 of which
	C(C) 28.00
	L/P(L/P) 28.00
3.4. Total hours of study per semester (ECTS*25)	125.00
3.5. Total hours of individual study	69.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	14.00
Additional documentation in the library, on specialized online platforms and in the field	15.00
Preparation of seminars, labs, assignments, portfolios and essays	28.00
Tutorials	10.00
Examinations	2.00
Other activities	0.00

#### 4. Prerequisites

4.1. of curriculum	
4.2. of competences	Computer operation Use of Office suite of programs (beginner)

#### 5. Conditions

for the C(C)	Class with computer connected to beamer, Internet access and suite of MS Office 2010 applications installed
for the L/P(L/P)	Laboratory with computers connected to the network and with Internet access, with one computer for each student. Software:

#### 6. Acquired specific competences

PREFESSIONAL	C5	Utilization of databases specific to business administration
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#### 7. Objectives of the discipline

7.1. General objective	• Advanced use of Office application for analysing and processing data and information belonging to the enterprise / organization
7.2. Specific objectives	Înșușirea competențelor de automatizarea aplicațiilor Office (Excel, Word, InfoPath, Google Docs, etc.) pentru prelucrarea și analiza datelor și informațiilor în cadrul întreprinderii / organizației. Înșușirea competențelor de modelare și formalizare a documentelor pentru culegerea și raportarea datelor.

#### 8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Solving economic problems using computers	Presentation with PowerPoint support and practical exemplification	
2	Collaborative platforms for document authoring and management	Presentation with PowerPoint support and practical exemplification	
3	VBA Object Model	Presentation with PowerPoint support and practical exemplification	
4	Algorithms and control structures	Presentation with PowerPoint support and practical exemplification	
5	VBA fundamentals. Algorithms and control structures	Presentation with PowerPoint support and practical exemplification	
6	Steps of computer solving problem. Representation of processing algorithms.	Presentation with PowerPoint support and practical exemplification	
7	Notions of Object Oriented Programming	Presentation with PowerPoint support and practical exemplification	
8	Office applications integration	Presentation with PowerPoint support and practical exemplification	
9	Collaborative authoring in Office applications	Presentation with PowerPoint support and practical exemplification	
10	Binary logic and representation of information	Presentation with PowerPoint support and practical exemplification	
11	Internal representation of numerical data	Presentation with PowerPoint support and practical exemplification	
12	Defining and manipulating macroinstruction	Presentation with PowerPoint support and practical exemplification	
13	Architecture of computer systems	Presentation with PowerPoint support and practical exemplification	
14	Informatics – discipline of information representation and transmission	Presentation with PowerPoint support	

***Bibliography***

- John Walkenbach, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Bucki , Microsoft Office 2010 Bible, O'Reilly Media, 2010, România
- Internet Technologies for Business, V. Avram, D. Vespan, D. Avram, A. Ion , Ed. ASE, București, 2009, România
- Informatics: Computer Hardware and Programming in Visual Basic, V. Avram, Gh. Dodescu , Ed. Economică, București, 2003, România
- General Informatics, lab tutorials, D. Vespan, <http://en.it.ase.ro>

8.2. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Creating forms (surveys) for collecting data. Processing and analysis of resulting data.	Presentation on computer connected to beamer and exemplification	
2	Solving optimisation problems with Solver.	Presentation on computer connected to beamer and exemplification	
3	Use of financial functions for computing monthly payments. Using tools for generating and comparing solutions (scenarios, Goal Seek, data tables)	Presentation on computer connected to beamer and exemplification	
4	Exploiting possibilities for multidimensional analysis of data through pivot tables and data aggregation.	Presentation on computer connected to beamer and exemplification	
5	Creating official documents of the company and of professional presentations	Presentation on computer connected to beamer and exemplification	
6	Exemplifications of integrating Office applications.	Presentation on computer connected to beamer and exemplification	
7	Review of base concepts and functionalities of Office applications.	Presentation on computer connected to beamer and exemplification	
<p><b>Bibliography</b></p> <ul style="list-style-type: none"> <li>- Informatics: Computer Hardware and Programming in Visual Basic, V. Avram, Gh. Dodescu , Ed. Economică, România</li> <li>- General Informatics, lab tutorials, D. Vespan , <a href="http://en.it.ase.ro">http://en.it.ase.ro</a></li> </ul>			

### 9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The contents provide the prerequisites for becoming a "power user" status, as a specialist in transactions or business procedures, with superior abilities in using computers. This category of users is highly sought by SMEs that cannot afford hiring dedicated IT staff.

### 10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. L/P(L/P)	Involvement and preparation for seminar classes	Recording frequency, interaction in classroom and solving homework	20.00
10.2. L/P(L/P)	Creating group and individual project. Project presentation is a mandatory condition for sustaining the exam.	Assessing projects' compliance with requirements set	20.00
10.3. Final assessment	Written exam with multiple choice questions and practical problems to be interpreted	Scoring each correct answer and analyzing the interpretation of practical problems according to predefined scales	60.00
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	Define and implement appropriate tools to automate economic activities within the company / organization.		

Date of listing,  
10/25/2021

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,