

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 German language)
1.8. Language of study	German
1.9. Academic year	2019-2020

2. Information on the discipline

2.1. Name	General informatics								
2.2. Code	19.0155IF1.1-0003								
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	5
2.8. Leaders	C(C)	conf.univ.dr. ÎNTORSUREANU Iulian Costinel				iulian.intorsureanu@ie.ase.ro			
	L/P(L/P)	conf.univ.dr. ÎNTORSUREANU Iulian Costinel				iulian.intorsureanu@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	21.00
Additional documentation in the library, on specialized online platforms and in the field	10.00
Preparation of seminars, labs, assignments, portfolios and essays	35.00
Tutorials	1.00
Examinations	2.00
Other activities	

4. Prerequisites

4.1. of curriculum	Not applicable.
4.2. of competences	Knowledge of computer hardware and software architectures Using a personal computer (Windows operation) Basic competences of using Office applications Basic competences of using the Internet (WWW, email)

5. Conditions

for the C(C)	Lecture room with computer and videoprojector; Internet connection and installed MS Office 2013/2016.
for the L/P(L/P)	Computer laboratory (1 PC / student); LAN and Internet connection, installed MS Office 2013/2016.

6. Acquired specific competences

PREFESSIONAL	C5	Utilization of specific data bases for business administration
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7. Objectives of the discipline

7.1. General objective	Advanced competences in using Office software applications for document editing, data analysis and processing in an enterprise context, computer programming abilities.
7.2. Specific objectives	Acquiring advanced competences in using Office applications (Word, Excel, Powerpoint) for data analysis and processing in an enterprise context. Acquiring basic competences for elaborating algorithms and computer programming.

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Informatics - a discipline of information representation, processing and transmission.	Presentation based on PowerPoint slides and practical examples.	
2	The architecture of computer systems. Current trends in information technology.	-- "" --	
3	The internal representation of digital data.	-- "" --	
4	Binary logic.	-- "" --	
5	Steps for solving problems with the computer. Algorithm notations; control structures.	-- "" --	
6	Algorithm implementation with Raptor. Testing and debugging.	-- "" --	
7	Algorithms for processing vectors and matrices. Sorting algorithms. Business applications.	-- "" --	
8	Introduction to programming. Data types. Variables and expressions.	-- "" --	
9	Control instructions (conditionals, loops).	-- "" --	
10	Working with files.	-- "" --	
11	Elements of object-oriented programming (OOP)	-- "" --	
12	Introduction into VBA - Macros, user defined functions and forms.	-- "" --	
13	Collaborative work in Office applications; the integration of Office applications.	-- "" --	
14	Collaborative platforms and Cloud-based services for editing and managing documents.	-- "" --	

Bibliography

- Surcel, T., Mărșanu, R, Informatica economică: hardware, Windows, MS Office, Internet, Ed. Tribuna Economică, București, 2003, România
- Ionescu, B.; Ionescu, I.; Mihai, F., Word, Excel, Programare in VBA, Ed. InfoMega, București, 2004, România
- Întorsureanu I., Informatică generală - suport de curs (format electronic), 2019, online.ase.ro, România

8.2. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Introductory class: presentation of course goals, topics and evaluation requirements. Self-assessment of prior informatics knowledge and experience of students.	Presentation, discussion	
2	Revision of basic concepts and functions of word processing applications.	Solving practical exercises, individually or in teams.	
3	Advanced functionalities for document editing.	-- "" --	
4	Revision of basic concepts and functions of spreadsheet applications.	-- "" --	
5	Using specialized Excel functions in formulas (statistical, financial, lookup functions). Instruments for generating and comparing solutions (goal seek, scenarios, data tables).	-- "" --	
6	Solving optimization problems with Solver. Using multidimensional data analysis with pivot table and data aggregation.	-- "" --	
7	Algorithms – exercises and applications.	-- "" --	
8	Algorithms for processing vectors and matrices.	-- "" --	
9	Practical programming (1) – variables, data types, expressions, conditional structures.	-- "" --	
10	Practical programming (2) – loops, vector and matrix processing.	-- "" --	
11	Practical programming (3) – working with files, recursive algorithms, object oriented programming.	-- "" --	
12	Applications of Excel VBA (Visual Basic for Applications): macros, user defined functions.	-- "" --	
13	Creating custom user interfaces - components and forms with VBA.	-- "" --	
14	Presentation of individual projects / Practical test	-- "" --	
<p>Bibliography</p> <ul style="list-style-type: none"> - Surcel, T., Mârşanu, R, Informatica economică: hardware, Windows, MS Office, Internet, Ed. Tribuna Economică, Bucureşti, 2003, România - Ionescu, B.; Ionescu, I.; Mihai, F., Word, Excel, Programare in VBA, Ed. InfoMega, Bucureşti, 2004, România - Întorsureanu I., Informatică generală - suport pentru aplicații practice de laborator (format electronic), 2019, online.ase.ro, România 			

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 learning content provides the knowledge corresponding to the abilities „power user”, a highly skilled specialist in using computers for business transactions or processes. This type of qualification is especially required by SMEs, which do not afford to employ IT specialists. The acquired knowledge is aligned with the ECDL Advanced syllabi for text editing, spreadsheets and presentations.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Individual project / practical test - mandatory condition for participating in the exam.	Evaluated according to the established requirements	30.00
10.2. L/P(L/P)	Preparation and active participation in lab classes and preparation of homeworks.	The participation frequency and degree of interaction during lab classes, as well as homeworks, are evaluated	20.00
10.3. Final assessment	Written exam	The answers are evaluated according to an established evaluation scheme.	50.00
10.4. Modality of grading	Whole notes 1-10		

10.5. Minimum standard of performance	Knowledge and understanding of the presented concepts and terms; Practical abilities for using the presented software applications, which allow the complete performing of an average difficulty data processing flow.
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Date of listing,
05/12/2021

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,