

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	2022-2023

2. Information on the discipline

2.1. Name	Basics of programming								
2.2. Code	22.0153IF1.1-0003								
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. Instructors									

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 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: Windows 10 operating system and Microsoft Office 2021 software package

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 analyzing and processing data and information belonging to the enterprise / organization
7.2. Specific objectives	Acquiring the skills of automating Office applications (Excel, Word, PowerPoint.) for processing and analyzing data and information within the enterprise / organization. Acquiring the skills of modeling and formalizing documents for data collection and reporting

8. Contents

8.1. C(C)	Teaching/Work methods	Recommendations for students
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<i>Bibliography</i> -		
8.2. L/P(L/P)	Teaching/Work methods	Recommendations for students
0		
<i>Bibliography</i> -		

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. Final assessment	Written exam or online written exam with multiple choice questions and practical problems to be solved	Scoring each correct answer and analyzing the interpretation of practical problems according to predefined scales	60.00

10.3. Modality of grading of performance	Students must obtain at least 50% of seminar points and 50% of final evaluation score
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Date of listing,
08/08/2022

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,