



## SYLLABUS

### Academic year 2024-2025

#### 1. Information regarding the programme

1.1. Higher education institution	Universitatea Babeș-Bolyai
1.2. Faculty	Business
1.3. Department	Hospitality Services
1.4. Field of study	Business Administration
1.5. Study cycle	Bachelor
1.6. Study programme / Qualification	Business Administration (English)

#### 2. Information regarding the course

2.1. Name of the course	INFORMATICĂ PENTRU AFACERI/BUSINESS INFORMATICS		
2.2. Code	ILE0071		
2.3. Course coordinator	Assist. Prof. Liliana Guran, PhD		
2.4. Seminar coordinator	Assist. Prof. Liliana Guran, PhD		
2.5. Year of study	1	2.6. Semester	1
2.7. Type of evaluation	C	2.8. Type of course	compulsory

#### 3. Total estimated time (hours/semester of didactic activities)

3.1. Hours per week	4	Of which: 3.2. lecture	2	3.3 seminar/laboratory	2
3.4. Total hours in the curriculum	56	Of which: 3.5. lecture	28	3.6. seminar/laboratory	28
Time allotment:					hours
Learning using manual, course support, bibliography, course notes					14
Additional documentation (in libraries, on electronic platforms, field documentation)					14
Preparation for seminars/labs, homework, papers, portfolios and essays					28
Tutorship					2
Evaluations					2
Other activities:					9
3.7. Total individual study hours	69				
3.8. Total hours per semester	125				
3.9. Number of ECTS credits	5				

#### 4. Prerequisites (if necessary)

4.1. curriculum	-
4.2. competencies	-



## 5. Conditions (if necessary)

5.1. for the course	<p>The course takes place in the hall/amphitheater of the faculty, with installed software packages devices and online resources (Portal UBB Ms Office 365 web, Teams, GM, GD, MS Office 2016, 2019, etc)</p> <p>Students are not allowed to delay and do not leave the room during the lectures; It is forbidden to use mobile phones in any way; In each course, students participate in interactive activities and complete quizzes on the topics presented</p>
5.2. for the seminar /lab activities	<p>The labs take place in the labs of the faculty, with individually installed software packages devices and online resources (Portal UBB Ms Office 365 web, Teams, GM, GD, MS Office 2016, 2019, etc); Students are not allowed to delay and do not leave the room during the labs; The use of mobile phones is not allowed in any way during the laboratories; All study and practical work materials are available to students on Teams; Each student should participate actively and interactively in the solving of the laboratory tasks, and the individual results are saved on Teams;</p>

## 6. Specific competencies acquired

Professional competencies	<ul style="list-style-type: none"><li>○ Implementing business development strategies in the hospitality industry (C5)</li><li>● description of the concepts, theories, and methodologies for managing databases specific to business administration (C5.1)</li><li>● using databases specific to business management (C5.3)</li></ul>
Transversal competencies	<ul style="list-style-type: none"><li>○ Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork (CT2)</li></ul>

## 7. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	Acquiring knowledge about ICT tools and their use in business administration
7.2. Specific objective of the course	<ul style="list-style-type: none"><li>● Acquiring knowledge about computers, architecture, configuration, and settings; Skills training for efficient computer operating;</li><li>● Acquiring knowledge about operating systems; training skills, Windows 10 /Windows 11 operating, settings; Acquiring knowledge of utility software use;</li></ul>



	<ul style="list-style-type: none"> <li>• General and comparative acquisition of knowledge about office software suites free, open source, commercial</li> <li>• Skills training for efficient use of Word, Excel, PowerPoint , Publisher MSO 2013, MS office 2016, 2019, MS Office 365 web</li> </ul>
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## 8. Content

8.1. Course		Teaching Method	Remarks
1	ITC, computer systems - general concepts;	Presentation, interactive exposure, practical examples from business environment, quiz test	1 course
2	Operating systems, Windows 10/Windows 11 overview, Windows accessories and software utility	Presentation, interactive exposure, practical examples from business environment, quiz test	1 course
4	MSO Word 2016/2019/Office 365 web	Presentation, interactive exposure, practical examples from business environment, quiz test	3 courses
5	MSO Excel 2016/2019/Office 365 web	Presentation, interactive exposure, practical examples from business environment, quiz test	3 courses
6	MSO Excel 2016/2019/Office 365 web – advanced tools	Presentation, interactive exposure, practical examples from business environment, quiz test	1 course
7	MSO PowerPoint 2016/2019/Office 365 web	Presentation, interactive exposure, practical examples from business environment, quiz test	2 courses
8	MSO Publisher 2016/2019/Office 365 web	Presentation, interactive exposure, practical examples from business environment, quiz test	2 courses
9	Comparative office packages, business software packages presentation	Presentation, interactive exposure, practical examples from business environment, quiz test	1 course
Bibliography		<ol style="list-style-type: none"> <li>1. Benson E.G. <i>Introduction to Information Technology: Basic Insight into the Modern World of Technology</i>, independently published, ISBN-13: 979-8865457633, 2023;</li> <li>2. Douglas C. E., <i>The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works</i>, ISBN 9781138330290, 2019;</li> <li>3. Leonardich M., <i>Succeeding in Information Technology: Tips and Strategies to be an IT Superstar</i>, selfpublishing.com, ISBN-13: 979-8891094697, 2023.</li> <li>4. Nițchi A. R., s.a., <i>Informatică Economică</i>, Ed. Risoprint, Cluj-Napoca, 2013;</li> <li>5. Richard F., <i>Information Technology</i>, Chapman &amp; Hall, ISBN: 9780367820213, 0367820218, Print ISBN: 9780367820213, Edition: 2<sup>nd</sup>, 2021;</li> <li>6. Surcel T., s.a.- <i>Bazele informaticii economice</i>, Ed. Calipso 2000, București, 2002;</li> </ol>	



7. Tomai N., *Rețele de calculatoare, Structuri, programe, aplicații*, Ed. Risoprint, Cluj-Napoca, 2005;
8. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor*, Presa Universitara Clujeana , Cluj-Napoca, 2012;
9. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor. Aplicatii*, Presa Universitara Clujeana , 2012;

Orice altă documentație aferentă materialului de studiu, tipărită sau digitală, tutoriale, help-uri, etc.

8.2. Seminar/laboratory		Teaching Method	Remarks
1	ITC, computer systems - general concepts;	Practical exercises, discussion, active involvement of students, examples from business environment	1 lab
2	Operating systems, Windows 10/Windows 11 overview, Windows accessories and software utility	Practical exercises, discussion, active involvement of students, examples from business environment	1 lab
4	MSO Word 2016/2019/Office 365 web	Practical exercises, discussion, active involvement of students, examples from business environment	3 labs
5	MSO Excel 2016/2019/Office 365 web	Practical exercises, discussion, active involvement of students, examples from business environment	3 labs
6	MSO Excel 2016/2019/Office 365 web – advanced tools	Practical exercises, discussion, active involvement of students, examples from business environment	1 lab
7	MSO PowerPoint 2016/2019/Office 365 web	Practical exercises, discussion, active involvement of students, examples from business environment	2 labs
8	MSO Publisher 2016/2019/Office 365 web	Practical exercises, discussion, active involvement of students, examples from business environment	2 labs
9	Comparative office packages, business software packages presentation	Practical exercises, discussion, active involvement of students, examples from business environment	1 lab



<b>Bibliography</b>	<ol style="list-style-type: none"> <li>10. Benson E.G. <i>Introduction to Information Technology: Basic Insight into The Modern World of Technology</i>, independently published, ISBN-13: 979-8865457633, 2023;</li> <li>11. Douglas C. E., <i>The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works</i>, ISBN 9781138330290, 2019;</li> <li>12. Leonardich M., <i>Succeeding in Information Technology: Tips and Strategies to be an IT Superstar</i>, selfpublishing.com, ISBN-13: 979-8891094697, 2023.</li> <li>13. Nițchi A. R., s.a., <i>Informatică Economică</i>, Ed. Risoprint, Cluj-Napoca, 2013;</li> <li>14. Richard F., <i>Information Technology</i>, Chapman &amp; Hall, ISBN: 9780367820213, 0367820218, Print ISBN: 9780367820213, Edition: 2<sup>nd</sup>, 2021;</li> <li>15. Surcel T., s.a.- <i>Bazele informaticii economice</i>, Ed. Calipso 2000, București, 2002;</li> <li>16. Tomai N., <i>Rețele de calculatoare, Structuri, programe, aplicații</i>, Ed. Risoprint, Cluj-Napoca, 2005;</li> <li>17. Tutunea M.-F., <i>Instrumente IT pentru administrarea afacerilor</i>, Presa Universitara Clujeana , Cluj-Napoca, 2012;</li> <li>18. Tutunea M.-F., <i>Instrumente IT pentru administrarea afacerilor. Aplicatii</i>, Presa Universitara Clujeana , 2012;</li> </ol> <p>Orice altă documentație aferentă materialului de studiu, tipărită sau digitală, tutoriale, help-uri, etc.</p>
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**9. Corroborating the content of the course with the expectations of the epistemic community, professional associations and representative employers within the field of the program**

ITC knowledge and skills are necessary and are required specifically in any company  
 Contents and tools presented in the course are used in all national and international companies  
 All practical applications are directly related to business activity in various fields

**10. Evaluation**

Activity Type	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percent final grade
10.4. Lecture	<ul style="list-style-type: none"> <li>▪ correctness and completeness of knowledge;</li> <li>▪ specialist language;</li> <li>▪ understanding theoretical notions related to computer systems;</li> <li>▪ understanding theoretical notions related to databases.</li> </ul>	Colloquium - <b>Theory test</b> (grid, 20 questions), in the last week of the semester (as scheduled)	<b>40%</b>



10.5. Seminar/laboratory	<ul style="list-style-type: none"><li>ability to put into practice the notions acquired;</li></ul>	<b>Project</b> – the presentation will be made in the last 2 weeks of the semester (as scheduled) The calculation formula for the final grade of the project is: (MSWord+MSExcel+MSPPT):3	<b>40%</b>
	<ul style="list-style-type: none"><li>interest in individual training, seriousness in approaching problems</li></ul>	<b>Laboratory activity</b> (laboratories solved and saved in personal account)	<b>20%</b>
<b>10.6. Standard minim de performanță</b>			
<ul style="list-style-type: none"><li>knowledge of fundamental concepts and their application to practical examples;</li><li>format a Microsoft Word file correctly to data requirements;</li><li>create tables, table relationships in Microsoft Word and Excel;</li><li>Use of the computer concepts presented in the course.</li></ul>			
<b>Remarks:</b> <ul style="list-style-type: none"><li>The theme of the project will be chosen by the team members;</li><li>The themes chosen for the project must be unique/specialized;</li><li>The project will be carried out in a team (maximum 4 students/project);</li><li>The project can only be submitted during the semester, in week 13 according to the schedule;</li><li>The written exam (grid) can be taken during the semester in week 14, during laboratory hours, according to the schedule;</li><li>To graduate from this discipline, it is necessary to obtain a grade of at least 5 (five) for each of the three stages of evaluation: laboratory activity, project support, and written exam;</li><li>The results obtained during the evaluation along the way (project) or colloquium (theory test) will be cancelled when it is proved that they were obtained fraudulently;</li><li>Attendance is mandatory at laboratories (80%) and verification tests along the way;</li><li>Failure to comply with the 80% percentage attendance at laboratories entails not being allowed to attend the project and written exam. Failure to attend the project/failure to pass this stage with a grade of at least 5 entails not being allowed to attend the written exam.</li><li>The assessment method remains the same for all examination sessions!</li></ul>			

Date  
23.04.2024

Course coordinator  
**Liliana Guran, Phd**

Seminar coordinator  
**Liliana Guran, Phd**



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22.05.2024

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