UNIVERSITATEA BABEȘ-BOLYAI
BABES-BOLYAI TUDOMÁNYEGYETEM
BABES-BOLYAI UNIVERSITÄT
BABES-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA

FACULTATEA DE BUSINESS
IN PARTNERSHIP
**Facultatea de Business**

Str. Horea nr.7
Cluj-Napoca, 400174
Tel.: 0264599170
Fax: 0264590110
E-mail: secretariat.tbs@ubbcluj.ro
Site: tbs.ubbcluj.ro

## SYLLABUS
## Academic year 2022-2023

### 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 in Hospitality Services** | | |

### 2. Information regarding the course

| 2.1. Name of the course | **INFORMATICĂ PENTRU AFACERI/BUSINESS INFORMATICS** | | | | |
|---|---|---|---|---|---|
| 2.2. Code | **ILE0067** | | | | |
| 2.3. Course coordinator | | Associate prof. Mihaela-Filofteia TUTUNEA, PhD | | | |
| 2.4. Seminar coordinator | | Associate prof. Mihaela-Filofteia TUTUNEA, 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 | The course takes place online, with individual installed software packages and online resources (Portal UBB, Ms Office 365 web, Teams, GM, GD, MS Office 2013, 2016, 2019, etc)<br> 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, |

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| | |
|---|---|
| | students participate in interactive activities and complete quizzes on the topics presented |
| 5.2. for the seminar /lab activities | The labs take place online, with individual installed software packages and online resources (Portal UBB Ms Office 365 web, Teams, GM, GD, MS Office 2013, 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 has the obligation to participate actively and interactively in the solving of the laboratory tasks, and the individual results are saved on Teams; |

## 6. Specific competencies acquired

| | |
|---|---|
| Professional competencies | • gathering, processing, and analysing data regarding the interaction between a company/ an organisation and the external environment<br>• using databases specific to business management |
| Transversal competencies | • identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork |

## 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 from hospitality industry |
| 7.2. Specific objective of the course | • Acquiring knowledge about computers, architecture, configuration, settings; Skills training for efficient computers operating;<br>• Acquiring knowledge about operating systems; training skills, Windows 8 /Windows 10 operating, settings; Acquiring knowledge of utility software use;<br>• Acquiring general notions about computer networks, types, settings, configurations; Ability harnessing the tools and information of the Internet protocols, services, security<br>• General and comparative acquisition of knowledge about office software suites free, open source, commercial<br>• Skills training for efficient use of Word, Excel, PowerPoint , Publisher MSO 2013, MS office 2016, 2019, MS office 365 web |

## 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 8/Windows 10 overview, Windows accessories and software utility | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 course |

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| 3 | Computer Networks, Internet and WWW | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 course |
|---|---|---|---|
| 4 | MSO Word 2013/2016/2019/Office 365 web | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 courses |
| 5 | MSO Excel 2013/2016/2019/Office 365 web | Presentation, interactive exposure, practical examples from business environment, quiz test | 3 courses |
| 6 | MSO Excel 2013/2016/2019/Office 365 web – advanced tools | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 course |
| 7 | MSO Powerpoint 2013/2016/2019/Office 365 web | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 courses |
| 8 | MSO Publisher 2013/2016/2019/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 | *Fox Richard, Information Technology, Chapman & Hall, ISBN: 9780367820213, 0367820218Print ISBN: 9780367820213, Edition: 2nd, 2021*<br>*Comer Douglas E., The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works, 2019, ISBN 9781138330290*<br>*Chapman and Hall/CRC*<br>*Andrew S. Tanenbaum, Nick Feamster, David J. Wetherall, Computer Networks, Global Edition, 6th edition, ISBN-13: 9781292374062*<br>*Tutunea Mihaela-Filofteia – Business Informatics – course – digital format*<br>Bucki L. A., Walkenbach John, et al., Office 2013 Bible, Wiley, 2013;<br>Lowe D., Networking For Dummies, 10th Edition, Wiley, 2013;<br>Tutunea M.-F., Instrumente IT pentru administrarea afacerilor, Presa Universitara Clujeana , Cluj-Napoca, 2012;<br>Tutunea Mihaela-Filofteia, Instrumente IT pentru administrarea afacerilor. Aplicatii, Presa Universitara Clujeana, 2012;<br>Any other documentation (printed or digital tutorials, websites, etc.) relevant to studied topics; |
|---|---|

| 8.2. Seminar/laboratory | Teaching Method | Remarks |
|---|---|---|
| 1 | ITC,  computer systems - general concepts; | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 1 lab |
| 2 | Operating systems, Windows 8/Windows 10 overview, Windows accessories and software utility | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 1 lab |
| 3 | Computer Networks, Internet and WWW | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 1 lab |
| 4 | MSO Word 2013/2016/2019/Office 365 web | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 2 labs |
| 5 | MSO Excel 2013/2016/2019/Office 365 web | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 3 labs |

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| 6 | MSO Excel 2013/2016/2019/Office 365 web – advanced tools | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 1 lab |
|---|---|---|---|
| 7 | MSO Powerpoint 2013/2016/2019/Office 365 web | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 2 labs |
| 8 | MSO Publisher 2013/2016/2019/Office 365 web | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 2 labs |
| 9 | Comparative office packages, business software packages presentation | Practical exercises, discussion, active involvement of students, examples from hospitality industry | 1 lab |
| Bibliography | *Fox Richard, Information Technology, Chapman & Hall, ISBN: 9780367820213, 0367820218Print ISBN: 9780367820213, Edition: 2nd, 2021* <br> *Comer Douglas E., The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works, 2019, ISBN 9781138330290* <br> *Chapman and Hall/CRC* <br> *Andrew S. Tanenbaum, Nick Feamster, David J. Wetherall, Computer Networks, Global Edition, 6th edition, ISBN-13:  9781292374062* <br> Bucki L. A., Walkenbach John, et al., Office 2013 Bible, Wiley, 2013; <br> Lowe D., Networking For Dummies, 10th Edition, Wiley, 2013; <br> Tutunea M.-F., Instrumente IT pentru administrarea afacerilor, Presa Universitara Clujeana , Cluj-Napoca, 2012; <br> Tutunea Mihaela-Filofteia, Instrumente IT pentru administrarea afacerilor. Aplicatii, Presa Universitara Clujeana, 2012; <br> Any other documentation (printed or digital tutorials, websites, etc.) relevant to studied topics; | | |

**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 absolutely 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**

| Type of activity | 10.1 Evaluation criteria | 10.2 Evaluation method | 10.3 Share in the grade (%) |
|---|---|---|---|
| 10.4 Course | Understanding the concepts presented Logical consistency; Ability to apply learned concepts in business environment, quiz tests | Test – minimum 4/semester | 10 |
| | Ability to apply concepts learned; individual study | Individual homework uploaded on Teams | 5 |

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| | | | |
|---|---|---|---|
| **10.5 Seminar/lab activities** | active and interactive participation | | |
| | 95% active and interactive attendance | Labs files uploaded on Teams, during labs | 10 |
| | <span style="color:red">**Attendance at labs - only with the group to which the student belongs and according to the schedule.**</span> | | |
| | Test I - Theory - online **minimum grade 5** | Last two weeks – practical tests | 15 |
| | MSO Excel **- minimum grade 5** | | 30 |
| | Test II - MSO Word (20%), MSO PowerPoint **- minimum grade 5 /module** | | 30 |
| **IMPORTANT OBS** | <span style="color:red">**Both final tests are mandatory and are held on the date and with the group to which the student belongs.**</span> | | |
| | <span style="color:red">**ATTENTION!! The evaluation is unique for all the examination sessions; REGISTRATION for the exam / colloquium is MANDATORY for all exam sessions!**<br>**Any attempt at FRAUD entails the cancellation of the exam!**</span> | | |
| **10.6 Minimum performance standards** | | | |
| - basic knowledge of all studied modules and their application in practical examples<br>- practical skills in using the studied software tools | | | |

Date     Course coordinator
           **Mihaela-Filofteia Tutunea, Phd**

Seminar coordinator
**Mihaela-Filofteia Tutunea, Phd**

Date of Approval

Head of Department
**Oana Adriana Gică, Phd**