**syllabus**

**1. Information regarding the programme**

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| 1.1 Higher education institution | Babeș-Bolyai University, Cluj-Napoca |
| 1.2 Faculty | College of Political, Administrative and Communication Sciences |
| 1.3 Department | Department of Political Science |
| 1.4 Field of study | Political Science |
| 1.5 Study cycle | BA |
| 1.6 Study programme / Qualification | Political Science |

**2. Information regarding the discipline**

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| 2.1 Name of the discipline (en)  (ro) | | | PC Use / Operare PC | | | | |
| 2.2 Course coordinator | | | lect. univ. dr. Sorana Constantinescu  sorana.constantinescu@fspac.ro | | | | |
| 2.3 Seminar coordinator | | | lect. univ. dr. Sorana Constantinescu  sorana.constantinescu@fspac.ro | | | | |
| 2.4. Year of study | 1 | 2.5 Semester | 1 | 2.6. Type of evaluation | E | 2.7 Type of discipline | Mandatory |
| 2.8 Code of the discipline | | ULE1106 |  | | | | |

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

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| 3.1 Hours per week | 3 | Of which: 0 course | |  | 3.3 seminar/laboratory | 3 |
| 3.4 Total hours in the curriculum | 14\*5 | Of which: 0 course | |  | 3.6 seminar/laboratory | 14\*3 |
| Time allotment: individual 2\*14, seminar 3\*14 | | | | | | hours |
| Learning using manual, course support, bibliography, course notes | | | | | | 1x14 |
| Additional documentation (in libraries, on electronic platforms, field documentation) | | | | | | 1x14 |
| Preparation for seminars/labs, homework, papers, portfolios and essays | | | | | |  |
| Tutorship | | | | | |  |
| Evaluations | | | | | | 2 |
| Other activities: .................. | | | | | |  |
| 3.7 Total individual study hours | | 2\*14 |
| 3.8 Total hours per semester | | 5\*14 |
| 3.9 Number of ECTS credits | | 3 |

**4. Prerequisites** (if necessary)

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| 4.1. curriculum | * None |
| 4.2. competencies | * None |

**5. Conditions** (if necessary)

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| 5.1. for the course |  |
| 5.2. for the seminar /lab activities | The mark from the resit exam also includes the seminar component. If the activity performed by the student in the seminars does not meet the criteria for promotion of the discipline, he/she has the obligation to repeat the discipline in the following academic year. |

**6. Specific competencies acquired**

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| **Professional competencies** | Advanced use of Microsoft Package: Word, Excel, Power Point.  Advanced use of the Internet, and familiarization with various tools useful for academic study.  Use of other programs: Prezi, Open Office, etc. |
| **Transversal competencies** |  |

**7. Objectives of the discipline** (outcome of the acquired competencies)

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| 7.1 General objective of the discipline | * The course focuses on learning to use the Microsoft Office package. At the end of the course, students will be able to   (1) use Word, Excel, Power Point at an advanced level  (2) understand the basic concepts of programming and know Visual Basic at a beginner level |
| 7.2 Specific objective of the discipline |  |

**8. Content**

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| 8.1 Course | Teaching methods | Remarks |
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| Bibliography | | |
| 8.2 Seminar / laboratory | Teaching methods | Remarks |
| 1. Introduction of the course, the grading methodology, general considerations on the subject. |  | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Internet: quick search for research articles, databases, various information. Use of study aid applications. | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Word: handling documents, formatting documents, creating bibliographies, using functions (eg: find&replace), inserting tables. | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Using digital tools in education | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Excel: introduction, organization of data, use of mathematical formulas. | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Excel: introduction, organizing data, using mathematical formulas, using simple statistical functions, using references from different worksheets, analyzing data. | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. NewsLetters: Sway and other tools | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Test Excel + Word + Internet browsing | Testing the knowledge accumulated so far | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Creating visual presentations: Microsoft Power Point, Prezi, Google Slides | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Google forms | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Online safety, Safe browsing | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Project management tools: Onedrive, SharePoint, GoogleDrive | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Graphs: Excel and other tools | Exposing a set of concepts and theories regarding the course topic. Interactive discussion of examples. | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| 1. Summary of the course | Questions and Answers | Students have the obligation to read the mandatory bibliography indicated in the syllabus. |
| Bibliography    Shelly Gaskin et.al. Go! With Microsoft Office 2010, Volume 1, 2nd Ed  Gaskin, Coyle. Go! With Basic Computer Concepts Getting Started. | | |

**9. Corroborating the content of the discipline with the expectations of the epistemic community, professional associations and representative employers within the field of the program**

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| At the end of the semester, students will have to:  - To know how to format texts  - Understands basic concepts of data ordering and analysis  - Be familiar with the basic concepts of computer operation  - Be familiar with the main analysis techniques  **Basic concepts:** data ordering, table, search engines, digitization, programming language, databases, text formatting, graphics. |

**10. Evaluation**

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| Type of activity | 10.1 Evaluation criteria | 10.2 Evaluation methods | 10.3 Share in the grade (%) |
| 10.4 Course | Evaluation of the level of knowledge accumulated during the semester | Final written exam + Partial test | 50% |
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| 10.5 Seminar/lab activities | Seminar assignments | Activity Evaluation | 50% |
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| 10.6 Minimum performance standards | | | |
| Students will be evaluated for their presence and participation both in the course and in the seminar, for their effort to go through the bibliographic material, and for their participation in individual and collective projects. The student will pass if the score accumulated during the semester, following the evaluation at the seminar, partial exam and final exam, represents at least 50% of the total score.  According to article 29, paragraph 2 of the Regulation defining the status of the UBB student, participation in at least 75% of the seminars is mandatory. Students who do not comply with this provision are not admitted to the exam, including the arrears session. In this case, the discipline it must be included in the study contract in the following year.  The component of the final grade that reflects the evaluation of the activity at the seminar cannot be changed at the late or advanced exam. If the activity performed by the student in the seminars does not meet the criteria for promotion of the subject, the student has the obligation to repeat the subject in the following academic year.  Plagiarism is defined in accordance with the rules of the Department of Political Sciences of the "Babes-Bolyai" University »:  (<http://fspac.ubbcluj.ro/resurse/formulare-regulamente/reguli-etice-si-deontologice/>)  Plagiarism and attempted exam fraud are sanctioned with a grade of 1 for this course and exposure the case in the department meeting for taking the appropriate administrative measures. Fraud in the final exam is punishable by removal from the exam. | | | |

Date Signature of course coordinator Signature of seminar coordinator

25.09.2024 .  

Date of approval Signature of the head of department

25.09.2024 