

SYLLABUS

1. Information about the program

1.1 Higher education institution	Babeș-Bolyai University
1.2 Faculty	Faculty of Political, Administrative and Communication Sciences
1.3 Department	Public Administration Department
1.4 Field of study	Administrative Sciences
1.5 Study cycle	Undergraduate program
1.6 The program of study / specialization	Public Administration

2. Discipline data

2.1 Course title	Computer skills				
2.2 The discipline holder	Nicolae Urs				
2.3 Holder of seminar activities					
2.4 Year of study		2.5 Semester		2.6. Type of evaluation	
				2.7 Discipline regime	

3. Total estimated time (hours of teaching per semester)

3.1 Number of hours per week	3	Of which: 3.2 course	2	3.3 workshop / laboratory	1
3.4 Number of hours per week		Of which: 3.5 course		3.6 workshop / laboratory	
Allocation of time:					hours
Study after handbook, course materials, bibliography and notes					
Additional documentation in the library, specialized electronic platforms and on field					
Training seminars / labs, homework, essays, portfolios and essays					
Tutoring					
Examinations					
Other activities:					
3.7 Total hours of individual study					
3.8 Total hours per semester					
3.9 Number of credits					

4. Prerequisites (where applicable)

4.1 curriculum	•
4.2 competence	• Basic knowledge of computer use

5. Conditions (where applicable)

5.1 of the course	•
5.2 to conduct seminar / laboratory	<ul style="list-style-type: none"> Each student will have access to a networked computer During each lecture, the teacher will use a video projector

6. Specific skills acquired

Professional skills	<ul style="list-style-type: none">
Transversal competences	<ul style="list-style-type: none"> Using information technology tools and strategies.

7. Course objectives (based on accumulated skills grid)

7.1 General objective of the discipline	<ul style="list-style-type: none"> Competent use of computer skill in writing complex documents, basic data analysis and internet searching
7.2 Specific objectives	<ul style="list-style-type: none"> The student will be proficient in: <ul style="list-style-type: none"> office software; data visualization; using instruments and techniques for finding and assessing different types of information on the internet.

8. Contents

8.1 Course	Teaching methods	Observations
8.2 Seminar / laboratory	Teaching methods	Observations
1. Basic information about hardware and software, working with files and folders, archiving and sending documents over the internet	Multimedia lecture, practical individual work	
2. Microsoft Office presentation, Microsoft Word introduction	Multimedia lecture, practical individual work	
3. Saving documents, formatting documents	Multimedia lecture, practical individual work	
4. Working with text, using styles	Multimedia lecture, practical individual work	
5. Creating complex documents (images, graphics, charts)	Multimedia lecture, practical individual work	
6. Working with tables, basic databases	Multimedia lecture, practical individual work	
7. Collaborative document work, references and proper citation	Multimedia lecture, practical individual work	
8. Mid-term test		

9. Microsoft Excel basics	Multimedia lecture, practical individual work	
10. Internet history, internet information retrieval	Multimedia lecture, practical individual work	
11. Evaluating internet pages	Multimedia lecture, practical individual work	
12. Creating multimedia presentations	Multimedia lecture, practical individual work	
13. Presenting the projects	Multimedia lecture, practical individual work	
14. Recapitulation	Multimedia lecture, practical individual work	
Bibliography Free tutorials on www.gcflearnfree.org/office Free tutorials on www.gcflearnfree.org/internet101		

9. Corroborating course content with the expectations of epistemic community representatives, professional associations and employers representative for the program

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10. Evaluation

Activity type	10.1 Evaluation Criteria	10.2 Evaluation Methods	10.3 Proportion of final grade
10.4 Course			
10.5 Seminar/laboratory	Concept understanding, practical use of knowledge	Mid-term test	20%
	Concept understanding, practical use of knowledge	Project presentation	30%
	Concept understanding, practical use of knowledge	Final test	50%
10.6 Minimum performance standard			
<ul style="list-style-type: none"> The minimum attendance for entering the final exam is 75%. 			

Date

Signature course holder

03.10.2018

