

DISCIPLINE CHART

| | | | | | | | |
|---|---|--|------------------------|---------------------|---|-------|-------------------|
| NAME OF DISCIPLINE | | INFORMATION AND COMMUNICATION TECHNOLOGIES | | | | CODE: | |
| CICLE OF STUDIES DE STUDII (L-BA/M-MA/D-Ph.D.) AND YEAR OF STUDIES 1, 2, 3, 4 | | | L-BA1 | Semester I | THE STATUS OF DISCIPLINE (OB-compulsory/OP-optional/F-facultative) | | OB |
| NUMBER OF HOURS PER WEEK | | TOTAL HOURS SEMESTER | TOTAL HOURS SEMESTER * | NUMBER S OF CREDITS | TYPE OF EVALUATION (P-along the way, C-colloquium, E-exam, M-mixed) | | TEACHING LANGUAGE |
| C | S | L | Pr. | | | | |
| 7 | 7 | | | 28 | 4 | M | Romanian |

| | | | |
|------------------------------------|---|--|------------|
| HOLDER OF THE ACTIVITIES OF COURSE | DIDACTIC AND SCIENTIFIC DEGREE, FIRST NAME, SURNAME | | DEPARTMENT |
| | ASSOC. PROF. DR. CEAUȘU GEORGE | | PHILOSOPHY |

| | | | |
|--|---|--|------------|
| HOLDER OF THE ACTIVITIES OF SEMINAR / PRACTIC WORK | DIDACTIC AND SCIENTIFIC DEGREE, FIRST NAME, SURNAME | | DEPARTMENT |
| | ASSOC. PROF. DR. CEAUȘU GEORGE | | PHILOSOPHY |

| | |
|----------------------------------|---|
| PREVIOUSLY COMPLETED DISCIPLINES | Computer science at level of High School; required courses cf. textbooks of information and communications technologies (high school) or e-learning course for complete European Computer Driving Licence |
|----------------------------------|---|

| | |
|-------------|--|
| OBJECTIVES* | Preparation for human-computer dialogue and operations office a minimum of necessary labour market |
|-------------|--|

SPECIFIC COMPETENCES GAINED

| | |
|-----------------------------|--|
| PROFESSIONAL COMPETENCES ** | Knowledge of a minimum of dialogue human-microcomputer; applying rules of editing, graphic design and printing; understanding division activities (deterministic, algorithmic or heuristic) in social and human sciences |
|-----------------------------|--|

| | |
|-------------------------|---|
| TRANSVERSAL COMPETENCES | Orientation values of information technology; acquiring a specific behaviour in automatic data processing; realization of complex texts with graphics, charts and databases operational |
|-------------------------|---|

| | |
|-------------------|---|
| CONTENT OF COURSE | <ol style="list-style-type: none"> 1) Architectural elements microcomputers and theory of effective computation 2) A minimal user guide on operating systems Windows XP (Windows 7) and Linux. Working with files / folders / paths / disc / application programs 3) System utilities and applications utilities; classification systems software compatible with Windows XP (Windows 2003) and Windows 7 (and more). Microsoft Office XP 4) Operations and texts annexed documents or summaries in professional editor Microsoft Word XP and 2007 5) Elements of artificial intelligence and communication facilities under professional editor Microsoft Word XP and 2007 6) Working tabulated under Microsoft Excel XP and 2007: cells, functions, references. Procedures for data analysis 8) Programs Powerpoint presentation in Microsoft XP and 2007. Automating presentation |
|-------------------|---|

| | |
|--------------------------|---|
| BIBLIOGRAPHY (SELECTIVE) | S. M. H. Collin, <i>Computer Dictionary</i> , Dalsi Universal Publishing, Bucharest, 2001; Daniel Hunt, <i>Artificial Intelligence and Expert Systems Sourcebook</i> , Chapman and Hall, London, 1987; Cornel Giuvelzan et alii, <i>Introduction to Social Computer Science</i> , West Publishing, Timișoara, 2000; |
|--------------------------|---|

| | |
|--|---|
| | Brendan Munnely; Paul Holden, <i>European Computer Driving Licence 3. The Complete Guide for Microsoft Office 2000</i> , Prentice Hall, London, 2002, pp. 402-599; Brendan Munnely and Paul Holden, <i>European Computer Driving Licence 3 for Microsoft Office 2000. Presentations</i> , Prentice Hall, London, 2002; Edward C. Willet; Steve Cummings, <i>Office XP Bible, Hungry Minds</i> , Indianapolis, 2001. |
| CONTENT OF THE WORKS OF SEMINAR / LABORATORY | 1) Develop skills for collecting and structuring scientific or philosophical texts; 2) Writing texts journalistic, literary or advertising; 3) The design of databases or knowledge for personal or professional use; 4) Composition of structured and personalized multimedia presentations; 5) Follow the distinction between natural and artificial intelligence |
| BIBLIOGRAPHY (SELECTIVE) | Angela Bessant, <i>Learn to Pass ECDL (European Computer Driving Licence) Using Office 2000</i> , Heinemann, 2000; David Blattner, <i>The Complete Guide of Make-Up Edition</i> , „All“ Publishing House, Bucharest, 1996; Robin Williams, <i>Principles of Layout</i> , „Corint“ Book Publishing, Bucharest, 2003, ch. I |
| METHODOLOGICAL LANDMARKS *** | Theoretical lectures; academic conversation; practical methods and procedures; practical work on a network of Pentium; solving problems and exercises a corpus of course support |

| | | |
|------------|--|--|
| EVALUATION | methods | theoretical lectures; academic conversation; Practical methods and procedures; practical work on a network of Pentium; solving problems and exercises a corpus of course support |
| | forms | courses, seminars, bibliography consulted, exercises and resolve computer problems |
| | Weight of evaluation forms in the formula of final grade | Share valuation formula forms the final grade on the midterm proficiency testing (n1) and at the end proficiency testing (n2); practical problems of operating systems and Word (n3); Excel and PowerPoint practical problems (n4); final score = $(n1 + n2 + n3 + n4) / 4$ |
| | Minimal standards of performance **** | Minimum performance standards for the semester exam, conditional on a minimum mark 4.50 at partial test; 70% attendance (courses and seminars); noting when the activity in 35% of seminars; adoption and operationalization of computerized lexicon |

* objectives are made according to the chart of professional competences for the program of studies

** at the level of description

*** didactical strategy, materials, resources

**** reported to the competences made in Objectives or at the Minimal standards of performance from the chart 1L / 1M, according to case

Date of filing Signature of course holder
20.2.2017 George Ceaușu

Signature of seminar holder
George Ceaușu

Date of approval in department

Signature of director of department