TEACHING DISCIPLINE: Applied Informatics
Specialization: Consumer and Environmental Protection, Ist Year of study, Ist Semester

Credit value (ECTS): 5

Course category: mandatory

Course holder: lecturer phd, Margineanu Sorina

Discipline objectives (course and practical works)
 - The ability to structure the information on auxiliary memory units
 - Management for information organized in file and folders
 - DTP at medium level
 - Math processing (including statistics) for data organized in tabels
 - Stakeout graphics and inclusion in the text
 - Internet use for documentation purpose and email use

 - Demonstrate concern for professional development through training logical thinking skills and logic utilization of IT resources;
 - Demonstrate involvement in scientific activities, such as development of articles and studies;
 - To participate in projects with scientific support demanding integration into the European education

Contents (syllabus)

Lectures (chapters/subchapters)
Getting Started Informatics
Introduction. Getting hardware: Block diagram, processor, memory (internal and auxiliary) input-output devices (printers, modem, scanner, plotter)
Software: operating system, software applications, examples of software applications (word processors, spreadsheets, databases); Compacting programs; Viruses and antivirus programs
Informational system; Information system; Handling of information by computer; automatic data processing steps; properties and characteristics; Operating System - soft core
Window : General characteristics; Operations with the mouse; icons; Windows; Working with icons and windows (operations such as minimize, maximize, close, move, size, etc.)
Windows - Files, Folders, operations with files and folders via My Computer and / or Windows Explorer
Windows - Menus; boxes; options; buttons
Computer networks; Browsers; Search; Surfing; e-mail; Social networks

Practical works
The structure and operation of a computer; Handling mouse - drag, click, double click, click and drag, Windows, Windows - operations with windows start menu, Accesories: calculator, notepad, System Tools, Character Map, Paint
Keyboard; WordPad, Character Map; Typing; Correction
My Computer - Operations with files and folders
Microsoft Word 1: FILE menu (available the same in Excel); View menu
Microsoft Word 2: Edit menu; FORMAT; mathematical formulas

MicrosoftWord 3: INSERT Menu
MicrosoftWord 4: Table Menu
Internet - Browsers, Search Engines, Search, Surfing; e-mail; Social networks
Microsoft Excel 1: Introduction and organization of data; View menu (the specific part for spreadsheet); Format menu in the spreadsheet
Microsoft Excel 2: The menu Date; Insert menu; Tools menu (specific part for spreadsheet)
Microsoft Excel 3: Formulas; Mathematical and statistical calculations
Microsoft Excel 4: Breakdown chart organized database table; Types of two-dimensional graphics; 3D graphics and custom types; Change various elements of a chart
Microsoft PowerPoint 1: Presentations Basics
Microsoft PowerPoint2:Tricks and Tips

Bibliography

1. *Andy Rathbone*, 2016 - Windows 10 for Dummies, 2nd Edition, Editura Wiley, USA
2. *Michael Price, Mike Mcgrath*, 2016 - Office 2016 in easy steps, Books Express
3. *Gary B. Shelly, Steven M. Freund*, 2011 - Windows Internet Explorer 9: Introductory (Shelly Cashman Series) 1st Edition, Cengage Learning; 1 edition
4. *Doug Lowe*, **2019 -** PowerPoint 2019 For Dummies, Edit. Wiley
5. *Badut Mircea*, 2012 – Calculatorul in trei timpi. Edit. Polirom, Iasi
6. 2011 – Computer si Internet fara profesor. Edit. Litera, Bucuresti
7. *Anghel Traian*, 2010 – Dictionar de Informatica. Edit. Corint, Bucuresti
8. *Guy Kawasaki, Peg Fitzpatrick*, 2015 – Arta retelelor sociale, Edit. Publica, Bucuresti

Evaluation

Evaluation form	Evaluation Methods	Percentage of the final grade
Exam	Final Test	30
Activity + Presence	Moodle Report etc.	20
Assessment of the level of knowledge during the semester	Tests + Asignments	20
Project		30

Contact
Margineanu Sorina
Faculty of Horticulture - USAMV Iaşi
Aleea Mihail Sadoveanu nr. 3, Iaşi, 700490, Romania
Tel: 0040232407...., fax: 0040 232 219175

E-mail: sorina_margineanu@uaiasi.ro