

Informatics (Ist YEAR, Ist SEMESTER)

Credit value (ECTS) 4

Course category

Domain (Imposed)

Course holder:

Lecturer Sorina MARGINEANU PhD

Discipline objectives (course and practical works)

- 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 tables
- Stakeout graphics and inclusion in the text
- Internet use for documentation purpose and email use

Contents (syllabus)

Lectures
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
Windows 2000 / XP: General characteristics; Operations with the mouse; icons; Windows; Working with icons and windows (operations such as minimize, maximize, close, move, size, etc.)
Windows 2000 / XP - Files, Folders, operations with files and folders via My Computer and / or Windows Explorer
Windows 2000 / XP - Menus; boxes; options; buttons

Practical work
The structure and operation of a computer; Handling mouse - drag, click, double click, click and drag, Windows XP, Windows - operations with windows start menu, Accessories: 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
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
Microsoft Excel 5: Change various elements of a chart; More graphics in the same sheet
Microsoft Excel 6: Introduction EXCEL graphics in a text processed in WORD

References

<ol style="list-style-type: none">1. <i>Miloşescu Mariana</i>, 1996 – Ce este calculatorul. Edit. Teora, Bucureşti.2. <i>Kraynak Joe</i>, 1996 – Calculatoare personale – Ghidul bobocului. Edit. Teora, Bucureşti.3. <i>Walter Glenn</i>, 2009 - Microsoft Windows XP în imagini. Edit. Teora, Bucureşti4. <i>Sherry Kinkoph, Jennifer Fulton</i>, 2009 - Microsoft Office XP în imagini. Edit. Teora, Bucureşti5. <i>Jill T. Freeze</i>, 2009 - Microsoft Internet Explorer 5. Edit. Teora, Bucureşti.6. <i>Badut Mircea</i>, 2012 – Calculatorul in trei timpi. Edit. Polirom, Iasi

7. 2011 – Computer si Internet fara profesor. Edit. Litera, Bucuresti
8. *Anghel Traian*, 2010 – Dictionar de Informatica. Edit. Corint, Bucuresti
9. *Guy Kawasaki, Peg Fitzpatrick*, 2015 – Arta retelelor sociale, Edit. Publica, Bucuresti

Evaluations

Activity type	Evaluation methods	Rate from the final mark
Lecturers	Computer	60%
Practical work	Presence	10%
	Tests x 6 Miniprojects x 4	30%

Contact

Lecturer Sorina Margineanu PhD

USAMV Iasi, Main Building, Informatics

Aleea Mihail Sadoveanu nr. 3, Iași, 700490, România

telefon: 0040 232 407437