

## **Informatics (Ist Year of study, Ist Semester)**

**Credit value (ECTS) 4**

### **Course category**

Imposed

### **Course holder:**

**Assist. Prof. Dr. Marius CĂLIN**

### **Discipline objectives (course and practical works)**

**General.** Acquiring basic knowledge on the structure and functioning of a PC computer.

Utilisation of Windows in profesional activity.

**Specific.** Acquiring basic skills on using Microsoft Office applications in profesional activity.

### **Contents (syllabus)**

<b>Course (chapters)</b>
1. Building an Excel spreadsheet. Basic structure
2. Editing the worksheet
3. Formatting
4. Building charts
5. Using functions
6. List (data table) processing.

<b>Practical works</b>
1. Microsoft Word in writing scientific text
2. Microsoft Excel. Basic structure. Data types
3. Microsoft Excel. Formulas. Using references
4. Microsoft Excel. Formatting
5. Microsoft Excel. Charts.
6. Microsoft Excel. Using functions.
7. Microsoft Excel. List sorting.
8. Microsoft Excel. List filtering.

### **Bibliography**

1. Calin M. – Informatica, vol I. Bazele utilizării calculatoarelor, Editura Sakura, Iași, 2001
2. Miller M – PC, ghid pentru începători, Teora, 2006
3. Brookshear G. J – Introducere in informatica. Teora 2007
4. Johnson S. – Microsoft Word 2003, Teora 2007
5. Johnson S. – Microsoft Word 2003, Teora 2007
6. Calin M. – Informatica I, Suport de curs în format electronic, USAMV Iasi 2014

## Evaluation

Evaluation form	Evaluation Methods	Percentage of the final grade
Colloquium	Solving a problem on computer	80%
Appreciation of the activity during the semester	Assessment of overall presence and activity. Periodical tests	20%

## Contact

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## **Informatics (Ist Year of study, IInd Semester)**

**Credit value (ECTS) 3**

### **Course category**

Imposed

### **Course holder:**

**Assist. Prof. Dr. Marius CĂLIN**

### **Discipline objectives (course and practical works)**

**General.** Acquiring basic knowledge on the structure of a relational database.

**Specific.** Acquiring basic skills on utilisation of Microsoft Access in building a database.

### **Contents (syllabus)**

<b>Course (chapters)</b>
1. Data management and databases. An introduction.
2. The relational database. Basic structure. DBMS and its role.
3. Tables, records, fields. The Entity-Relationship diagram.
4. Relashion classification. The SSADM notation.
5. Implementing relations in a database. Integrity rules.
6. Querying. Declarative techniques in manipulating data.
7. Query by example. Forms. Reports. Indexing.

<b>Practical works</b>
1. Introducing Access.
2. Table design. Types of fields and their properties.
3. Creating tables within the database STUDENT-USAMV
4. Lookup tables
5. The Entity-Relationship diagram
6. Creating one-to-many relations.
7. Transforming many-to-many relations in one-to-many ones.
8. Designing queries
9. Designing forms
10. Designing reports

### **Bibliography**

1. Miller M – PC, ghid pentru începători, Teora, 2006
2. Johnson S. – Microsoft Excel 2003, Teora 2006
3. Baze de date Access, Andreco Educational, 2004
4. Johnson S. – Microsoft Access 2003, Teora 2006
5. \*\*\* - Access 2003 in imagini, Teora 2005

## Evaluation

Evaluation form	Evaluation Methods	Percentage of the final grade
Colloquium	Solving a problem on computer	80%
Appreciation of the activity during the semester	Assessment of overall presence and activity. Periodical tests	20%

## Contact

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