

Informatics (Ist Year of study, Ist Semester)

Credit value (ECTS): 4

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

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 + Assignments	20
Project		30

Contact

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