Informatics (YEAR I, SEMESTER II)

Credite (ECTS): 4

Discipline Code: A.EMIAIA.F.110

Category: cursului
Compulsory (Fundamental Discipline)

Course holder:
Head of works dr. Sorina MARGINEANU

Course objectives (course and seminar)

- To become familiar with the main types of problems and approaches that arise during the use of computers and the application of applications in the economic and agricultural fields.
- Formation of skills to use rigorous reasoning as well as individual study skills;
- Forming a systemic conception of discipline and using the computer by understanding how processes are carried out and not by imitation
- Introduction to the basics of the structure and operation (hardware and software) of an IBM-compatible personal computer
- Learning the most used operating system at the moment – WINDOWS 10; Exploit all apps included in WINDOWS 10. preparation for learning the MS-OFFICE 2016 program package (WORD, EXCEL, ACCESS, POWER POINT); Browsers and email communication.
- Learning the basics of using MS-WORD applications; MS-EXCEL

Curriculum

Course (chapters/subchapters)
Getting Started with Computer Science
Introduction. Hardware notions: block diagram, processor, memories (internal and auxiliary), input-output devices (printers, modem, scanner, plotter)
Software: operating system, application software, examples of application software (word processors, spreadsheets, databases); Compaction programs; Viruses and virus removal programs
Information system; Information system; Manipulation of information by the computer; automated data processing steps; properties and characteristics; Operating system – basic software
WINDOWS 10 operating system: General features; Mouse operations; Icons; Windows; Working with icons and windows (minimize, maximize, close, move, size, etc.)
WINDOWS 10 – Files, Folders, File Operations and Folders via My Computer and/or Windows Explorer
WINDOWS 10 - Menus; Boxes; Options; Buttons, Tabs and Ribbons.
Computer networks; Internet Explorer; Search; Surfing; email; Social networks; Securitate cibernetica; Viruși

Seminars
The structure and operation of a computer; Mouse handling – drag, click, double click, click & drag, WINDOWS 10, Windows – window operations, START menu, Accessories: computer, Notepad, System Tools, Character Map, Paint
Keyboard; WordPad, Character Map; Text input; Proofreading
My Computer – File and Folder Operations
MicrosoftWord 1: FILE menu (also valid in Excel); View Menu
MicrosoftWord 2: EDIT menu; FORMAT; Mathematical formulas
MicrosoftWord 3: INSERT Menu
Microsoft Word 4: Table Menu
Internet – Browsers, Search Engines, Search, Surfing; email
Microsoft Excel 1: Entering and organizing data; View menu (the specific part of the spreadsheet); Format menu on the spreadsheet part
Microsoft Excel 2: Date menu; Insert menu; Tools Menu (Spreadsheet Specific Part)
Microsoft Excel 3: Formula; Mathematical and statistical calculations

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.Shipping***: Badut Mircea***, 2012 – The Three-Time Computer. Polirom Publishing House, Iasi
4. 2011 – Computer and Internet without a teacher. Edit. Litera, Bucharest
5. ***Anghel Traian***, 2010 – Computer Science Dictionary. Edit. Corint, București
6. ***Guy Kawasaki, Peg Fitzpatrick***, 2015 – The Art of Social Networks, Edit. Publica, Bucharest
7. ***Michael Price, Mike Mcgrath***, 2016 - Office 2016 in easy steps, Books Express
8. Doug Lowe, 2019 - **PowerPoint 2019 For Dummies, Edit. Wiley**

Assessment

Assessment	Evaluation methods	Percentages of the final grade
Applying theoretical notions to solving practical problems	Final written/computer exam	30%
Presence + Activity		10%
The ability to use the accumulated notions progressively and correlated.	Tests	30%
	Final project	30%

Contact

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