

**TEACHING DISCIPLINE: INFORMATICS**  
**(Specialization: Horticulture, 1<sup>st</sup> Year of study, 1<sup>st</sup> Semester)**

**Credit value (ECTS): 3**

**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 tables
- 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)**

<b>Lectures (chapters/subchapters)</b>
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
Computer networks; Browsers; Search; Surfing; e-mail; Social networks

<b>Practical works</b>
7.2 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, 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

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 PowerPoint 2: 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

## Evaluation

Evaluation form	Evaluation Methods	Percentage of the final grade
Course	Exam	60
	presence	10
Practical works	Tests x 5	30

## Contact

Margineanu Sorina  
Faculty of Horticulture - USAMV Iași  
Aleea Mihail Sadoveanu nr. 3, Iași, 700490, Romania  
Tel: 0040232407437,  
fax: 0040 232 219175  
E-mail: sorina\_margineanu@uaiasi.ro