FIŞA DISCIPLINEI

1. Date despre program

1.1	Instituţia de învăţământ superior	**Universitatea "Alexandru Ioan Cuza" din Iaşi**
1.2	Facultatea	**Facultatea de** Economie şi Administrarea Afacerilor
1.3	Departamentul	Management, Marketing şi Administrarea Afacerilor
1.4	Domeniul de studii	**Business Administration**
1.5	Ciclul de studii	**Licenţă**
1.6	Programul de studii / Calificarea	Business Administration

2. Date despre disciplină

2.1 Denumirea disciplinei		**Instrumente software pentru afaceri**
2.2 Titularul activităţilor de curs		**Associate Professor Daniel Păvăloaia, PhD**
2.3 Titularul activităţilor de seminar		Associate Professor Daniel Păvăloaia, PhD

2.4 Anul de studiu	1	**2.5** Semestrul	2	**2.6** Tipul de evaluare	**EVP**	**2.7** Regimul disciplinei	**OB**

3. Timpul total estimat (ore pe semestru şi activităţile didactice)

3.1 Număr de ore pe săptămână	**4**	din care: **3.2** curs	**2**	**3.3** seminar/laborator		**2**
3.4 Total ore din planul de învăţământ	**56**	din care: **3.5** curs	**28**	**3.6** seminar/laborator		**28**

Distribuţia fondului de timp

Studiul după manual, suport de curs, bibliografie şi altele	**34**
Documentare suplimentară în bibliotecă, pe platformele electronice de specialitate şi pe teren	**20**
Pregătire seminarii/laboratoare, teme, referate, portofolii şi eseuri	**30**
Tutoriat	**4**
Examinări	**6**
Alte activităţi	**0**

3.7 Total ore studiu individual	**94**
3.8 Total ore pe semestru	**150**
3.9 Numărul de credite	**6**

4. Precondiţii (acolo unde este cazul)

4.1	De curriculum	Business Information Technologies
4.2	De competenţe	Medium computer skills

5. Condiţii (acolo unde este cazul)

5.1	De desfăşurare a cursului	Not necessary
5.2	De desfăşurare a seminarului/laboratorului	Laboratory with desktop computers, MS Excel 2013, MS Acc…

6. Competenţe specifice acumulate

Competenţe profesionale	C2 – Assistance for administering the entire firm/organization (1,5 credits)	
	C4 – Assistance for human resource management (0,5 credit)	
	C5 – The use of specific databases for business administration (2 credits)	
Competenţe transversale	CT2 – Identifying roles and responsibilities within a multi-specialized team and applying relational techniques and efficient work techniques within the team (0,5 credits)	
	CT3 - Identifying the opportunities for continuous learning and efficient use of the learning resources and techniques for personal development (0,5 credit)	

7. Obiectivele disciplinei (reieşind din grila competenţelor specifice acumulate)

7.1 Obiectivul general	Obtaining knowledge and abilities in working with big sets of data, in MS Excel 2013 and MS Access 2013.
7.2 Obiectivele specifice	After successfully finalizing this course, students will be able to: 1. Understand and use the basic notions related to End User computing. 2. Understand, identify and solve different problems in the field, using spreadsheet files and databases. 3. Use different types of functions and adapt them in order to solve different organizational issues.

8. Conţinuturi

8.1 Curs

1.	Basic concepts related to End user computing	Interactive online course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentation available on FEAA portal/library)
2.	Data and transactional/processing structures	Interactive online course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentation available on FEAA portal/library)
3.	Spreadsheet applications and their use in business administration – Microsoft Excel 2007	Interactive online course, heuristic conversation, problem solving method	10 hours (textbook and ppt presentation available on FEAA portal/library)
4.	The relational model	Interactive online course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentation available on FEAA portal/library)
5.	The relational Database management Systems – Microsoft Access 2007	Interactive online course, heuristic conversation, problem solving method	10 hours (textbook and ppt presentation available on FEAA portal/library)

6.	The use of Structures Query Languages for databases – SQL	Interactive online course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentaton available on portal FEAA)

Bibliografie

Compulsory reading :

Microsoft Office 2007 In Business Core, 2/E, by Joseph J. Manzo, Dee Piziak, Christine J. Rhoads

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8.2 Seminar / Laborator

1-5	Microsoft Excel 2013 practical problems and exercises.	Interactive online teaching methods	10 hours (textbook and other documents available on portal FEAA)
6	Evaluation of student's abilities in working with MS Excel 2013	online evaluation	2 hours
7-12	Microsoft Acces 2013 practical problems and exercises. The use of SQL in solving business problems.	Interactive online teaching methods	12 hours (textbook and other documents available on portal FEAA)
13	Evaluation of students abilities in working with MS Access 2013 and SQL	online evaluation	2 hours
14	Re-evaluation of students abilities in working with MS Access 2013 and SQL/MS Excel 2013	online evaluation	2 hours

Bibliografie

Compulsory reading :
- MaryAnne Poatsy, et al., Exploring Microsoft Excel 2013, Comprehensive, Prentice Hall, 2014
- Amy S. Kinser, et al., Your Office: Microsoft Access 2013, Comprehensive, Prentice Hall, 2014

Supplementary reading:
- Microsoft Office 2007 In Business Core, 2/E, by Joseph J. Manzo, Dee Piziak, Christine J. Rhoads

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9. Coroborarea conţinuturilor disciplinei cu aşteptările reprezentanţilor comunităţii, asociaţiilor profesionale şi angajatori reprezentativi din domeniul aferent programului

On an annual basis, the course content is discussed with the representatives of the business environment, who hire or could hire graduates from this program, while students are required to provide feedback (on-line, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final evaluation).

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10. Evaluare

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course	Theoretical knowledge	Three online midterms (TE1,TE2,TE3) +	50
		online unannounced tests during class	10

10.5 Seminar/Laboratory	Practical abilities evaluation	Two online practical evaluations(PA1,PA2)	40

10.6 Standard minim de performanţă

Obtaining minimum grade of 5.00 (out of 10) for theoretical midterm (the weighten avg grade of the three midterm grades) and practical assesment (MS Excel evaluation minimum 5.00 and MS Access evaluation minimum 5.00).

Data completării	**Titular curs**	**Titular de seminar**
20.09.2020	Associate Professor Daniel Păvăloaia, PhD	Associate Professor Daniel Păvăloaia, PhD

Data avizării în Departament	**Director de Departament**
29.09.2020	Prof.univ.dr Valentin Niţă