

SYLLABUS

Academic year 2024 - 2025

1. Details about the program

1.1. Higher Education Institution	„Lucian Blaga” University of Sibiu
1.2. Faculty	Faculty of Sciences
1.3. Department	Environmental Sciences, Physics, Physical Education and Sports
1.4. Field of study	Biology
1.5. Study cycle ¹	Bachelor
1.6. Specialization	Biology

2. Details about the course

2.1. Course name	COMPUTER OPERATION			Code	FSTI.MFE.BIOEN.L. CO.2.0020.C-3.14
2.2. Course coordinator					
2.3. Practical activity coordinator	assist. Cristina Raulea				
2.4. Year of study ²	1	2.5. Semester ³	2	2.6. Type of assessment ⁴	C
2.7. Type of discipline ⁵	O	2.8. Formative category of the discipline ⁶	C		

3. Estimated total time

3.1. Proportion of the discipline within the curriculum – <i>number of hours / week</i>					
3.1.a.Lecture	3.1.b. Seminar	3.1.c. Laboratory	3.1.d. Project	3.1.e Other	Total
		2			2
3.2. Proportion of the discipline within the curriculum – <i>number of hours / week</i>					
3.2.a.Lecture	3.2.b. Seminar	3.2.c. Laboratory	3.2.d. Project	3.2.e Other	Total ⁷
		28			28
Allocation of time budget for individual study⁸					No. hours
Study based on textbook, lecture notes, bibliography and course notes					10
Additional research: library, specialized electronic platforms and field or on-site investigation and documentation					8
Preparing for the seminar / laboratorires, home assignments, reports, portfolios and essays					15
Tutoring ⁹					8
Examinations ¹⁰					6
3.3. Total number of hours for individual study¹¹ (NOSI_{sem})					47
3.4. Total number of hours in the curriculum (NOAD_{sem})					28
3.5. Total number of hours per semester¹² (NOAD_{sem} + NOSI_{sem})					75
3.6. No of hours / ECTS					25
3.7. Number of credits¹³					3

4. Prerequisites (if applicable)

4.1. Prerequisite courses for enrollment to this subject (from the curriculum) ¹⁴	-
4.2. Competencies	Digital competencies

5. Requirements (wherever applicable)

5.1. Lecture organization and structure ¹⁵	
5.2. Organization and structure of practical activities (lab/sem/pr/other) ¹⁶	Computer laboratory, online using Google Classroom and Meet. Software: Microsoft Office

6. Specific competencies¹⁷

Number of credits assigned to the discipline ¹⁸			3	Distribution of credits according to competencies ¹⁹
6.1. Professional competencies	CP1	• Use specific applications for processing and data integration		2
	CP2	• Editing of complex documents using Word Processor		
	CP3	• Solving complex problems using Excel		
	CP4	• Making profesional presentations with animation and sound, using Power Point		
	CP5	• Making Web Pages		
6.2. Transversal competencies	CT1	• Develop the capacities of data acquisition, data analysis and data processing		1
	CT2	• Developing creativity in addressing methods of analysis and data processing as well as in the design and structuring of documents		
	CT3	• Develop the ability to research		

7. Course objectives (reflected by the framework of specific competencies)

7.1. General objective	• Knowledge and proper use of specific applications for processing and data integration
7.2. Specific objectives	• Knowledge of the basic concepts of information and communication technology • Knowledge and use word processing Word • Knowledge and application elements spreadsheet - Excel • Using the techniques of presentations - PowerPoint • Making Web Pages

8. Course description

8.1. Practical activities (8.2.a. Seminar ²⁰ / 8.2.b. Laboratory ²¹ / 8.2.c. Project ²² / 8.2.d. Other practical activities ²³)	Teaching methods	No. of hours
Act.1 Microsoft Windows 8 operating system. Basic Concepts. Understanding Word procesor. Text formating, table handling	Practical application	2
Act.2 Understanding Word processor. Working with header and footer, insert objects, insert symbols.	Practical application	2
Act.3 Understanding Word processor. Working with tables, tables properties, working with drawings.	Practical application	2

Act.4 Understanding Word processor. Create Table of Contents, Table of Figures, create indexes.	Practical application	2
Act.5 Microsoft Excel basic concepts:sheet, cell,rows, column, domain, format cells.	Practical application	2
Act.6 Microsoft Excel: working with series, data sort& filter, data validation, subtotals.	Practical application	2
Act.7 Microsoft Excel. Working with formulas and functions.	Practical application	2
Act.8 Microsoft Excel. Pivot tables.	Practical application	2
Act.9 Solving complex problems with Excel.	Practical application	2
Act.10 Making professional presentation with PowerPoint. Working with templates, choosing slide layout, insert objects, insert special effects.	Practical application	2
Act.11 Making professional presentation with PowerPoint. Linking slides, Adding animations, slide show.	Practical application	2
Act.12 Building websites. HTML language basics concepts: tags and tags attributes.	Practical application	2
Act.13 Building website: HTML tables, css, frames.	Practical application	2
Act.14 Microsoft Excel. Working with formulas and functions.	Practical application	2
Total number of hours: seminar/laboratory		28

9. Bibliography

9.1. Recommended references	Joyce Cox, Joan Lambert III, Curtis Frye D, Microsoft Office Home & Student 2010 Step by Step, Microsoft Press, 2010
	Jennifer Duffy, David W. Beskeen, Lisa Friedrichsen, Carol M. Cram, Lynn Wermers, Illustrated Microsoft Office 365 & Office 2019 Introductory , 001 Edition, Kindle Edition, 2019
9.2. Additional references	***w3schools.com

10. Correlating the course description with the expectations and requirements of representatives of the epistemic community, professional associations and significant employers and stakeholders related to the study program and the specific area²⁴

- The practical work have something like the advanced training activities organized by other or professional training institutions and adapted to different levels of training students
- With the planned activities to practical work, students are able to propose solutions to improve and align their content to labor market requirements

11. Evaluation

Type of activity	11.1 Assessment criteria	11.2 Assessment methods	11.3 Percentage of the final grade	Notes. ²⁵
11.4d Project	• Quality of achieved project, accuracy of project documentation, rationale and evidence of selected solutions	Word project	25%	
		Excel project	25%	
		Powerpoint project	25%	
		HTML project	25%	
11.5 Minimum performance standard ²⁶ • Knowledge and proper use of terms commonly used in computer science. • Develop materials containing text, tables, graphics, images, studied using the software • Appropriate use and original elements, methods, principles of information technology				

The course description includes components adapted to SEN (Special Educational Needs) persons, according to their type and degree, at all curricular elements and dimensions (competencies, objectives, course description, teaching methods, alternative assessment), in view of providing and ensuring equitable and fair opportunities to academic education for all students, with special attention to special educational needs.

Date of submission: |_1_|_6_| / |_0_|_9_| / |_2_|_0_|_2_|_4_|

Date of approval in the Department: |_1_|_7_| / |_0_|_9_| / |_2_|_0_|_2_|_4_|

	Degree, title, first name, surname	Signature
Course coordinator	Assist. Cristina RĂULEA	
Study program coordinator	Assoc.Prof. PhD. Ana-Maria BENEDEK-SÎRBU	
Director Departament	Lecturer PhD. Ioan TĂUȘAN	

¹ Licență / Master

² 1-4 pentru licență, 1-2 pentru master

³ 1-8 pentru licență, 1-3 pentru master

⁴ Examen, colocviu sau VP A/R – din planul de învățământ

⁵ Regim disciplină: O=Disciplină obligatorie; A=Disciplină opțională; U=Facultativă

⁶ Categoria formativă: S=Specialitate; F=Fundamentală; C=Complementară; I=Asistată integral; P=Asistată parțial; N=Neasistată

⁷ Este egal cu 14 săptămâni x numărul de ore de la punctul 3.1 (similar pentru 3.2.a.b.c.d.e.)

⁸ Liniile de mai jos se referă la studiul individual; totalul se completează la punctul 3.37.

⁹ Între 7 și 14 ore

¹⁰ Între 2 și 6 ore

¹¹ Suma valorilor de pe liniile anterioare, care se referă la studiul individual.

¹² Suma (3.5.) dintre numărul de ore de activitate didactică directă (NOAD) și numărul de ore de studiu individual (NOSI) trebuie să fie egală cu numărul de credite alocate disciplinei (punctul 3.7) x nr. ore pe credit (3.6.)

¹³ Numărul de credit se calculează după formula următoare și se rotunjește la valori vecine întregi (fie prin micșorare fie prin majorare)

$$\text{Nr. credite} = \frac{\text{NOCpSpD} \times C_C + \text{NOApSpD} \times C_A}{\text{TOCpSpD} \times C_C + \text{TOApSpD} \times C_A} \times 30 \text{ credite}$$

Unde:

- NOCpSpD = Număr ore curs/săptămână/disciplina pentru care se calculează creditele
- NOApSpD = Număr ore aplicații (sem./lab./pro.)/săptămână/disciplina pentru care se calculează creditele
- TOCpSpD = Număr total ore curs/săptămână din plan
- TOApSpD = Număr total ore aplicații (sem./lab./pro.)/săptămână din plan
- C_C/C_A = Coeficienți curs/aplicații calculate conform tabelului

Coeficienți	Curs	Aplicații (S/L/P)
Licență	2	1
Master	2,5	1,5
Licență lb. străină	2,5	1,25

¹⁴ Se menționează disciplinele obligatoriu a fi promovate anterior sau echivalente

¹⁵ Tablă, videoproiector, flipchart, materiale didactice specifice, platforme on-line etc.

¹⁶ Tehnică de calcul, pachete software, standuri experimentale, platforme on-line etc.

¹⁷ Competențele din Grilele aferente descrierii programului de studii, adaptate la specificul disciplinei

¹⁸ Din planul de învățământ

¹⁹ Creditele alocate disciplinei se distribuie pe competențe profesionale și transversale în funcție de specificul disciplinei

²⁰ Discuții, dezbateri, prezentare și/sau analiză de lucrări, rezolvare de exerciții și probleme etc.

²¹ Demonstrație practică, exercițiu, experiment etc.

²² Studiu de caz, demonstrație, exercițiu, analiza erorilor etc.

²³ Alte tipuri de activități practice specifice

²⁴ Legătura cu alte discipline, utilitatea disciplinei pe piața muncii

²⁵ CPE – condiționează participarea la examen; nCPE – nu condiționează participarea la examen; CEF - condiționează evaluarea finală; N/A – nu se aplică

²⁶ Se particularizează la specificul disciplinei standardul minim de performanță din grila de competențe a programului de studii, dacă este cazul.