VALAHIA UNIVERSITY OF TÂRGOVIŞTE
FACULTY OF ECONOMIC SCIENCES
DEPARTMENT MANAGEMENT - MARKETING

COURSE DESCRIPTION

1. Data concerning the program

1.1 Higher education institution	Valahia University of Târgoviște
1.2 Faculty / Department	Economic Sciences
1.3 Department	Management - Marketing
1.4 Area of academic study	Administrarea Afacerilor în Limba Engleză
1.5 Study Cycle	License
1.6 Study Program / Qualification	Business Administration

2. Data concerning the teaching unit

2.1 Title of the teaching unit				**Economic Informatics**			
2.2 Coordinator (Course Lecturer)							
2.3 Seminar Lecturer							
2.4 Year of study	I	2.5 Semester	I	2.6 Type of evaluation	E	2.7 Course: mandatory /elective	M

3. Total estimated time (hours per semester of educational activities)

3.1 Numbers of hours per week	4	Of which: 3.2 course	2	3.3 seminar/laboratory	2
3.4 Total hours in curriculum	56	Of which: 3.5 course	28	3.6 seminar/laboratory	28
Time management					Hours
Studying after manual, references, recommended reading, course support and notes					14
Additional documentation in library, specialized e-platforms and on the ground					14
Preparation of seminars / labs, homework, portfolios and essays					28
Tutorship					2
Assessment					4
Other activities: case study, essay					32
3.7 Total no. of hours of individual study					94
3.9 Total no. of hours per semester					150
3.10 Number of ECTS					6

4. Pre-requirements (if applicable)

4.1 Teaching units	n/a
4.2 Competencies and skills	n/a

5. Co-requirements (if applicable)

5.1 For deployment of course	Classroom with whiteboard and video projector / In the online system by using the Moodle e-learning platform (https://moodle.valahia.ro) and the Microsoft Teams videoconferencing platform
5.2 For deployment of seminar/laboratory	Informatics laboratory, 1 computer per student and specific software / In the online system by using the Moodle e-learning platform (https://moodle.valahia.ro) and the Microsoft Teams videoconferencing platform

6. Specific competencies acquired

Professional competencies	C1 Collection, processing and analysis of information concerning the interaction between enterprise / organization and its external environment C2 Support for the management regarding the activity of the entirely company / organization C5 Using of the databases specific to business administration
Transversal competencies	CT1 Applying the principles, norms and values of professional ethics within your own rigorous, efficient and responsible work strategy CT2 Identifying roles and responsibilities in a plurispecialized team and applying effective relationship and work techniques within the team

7. Objectives of the teaching unit (emerging form the grid of specific competencies acquired)

7.1 General objective	Developing knowledge and skills on the automated means of collecting, processing, archiving and transmitting information in the field of resource management and relations with third parties in a commercial entity
7.2 Specific objectives	- Knowledge of computerized means of collecting primary information - Experimenting with information processing with specific programs - Deepen the methods of electronic archiving of results - Knowing the multiple possibilities of displaying and transmitting information - Improving the rigorous and responsible use of IT resources

8. Contents of the teaching unit

8.1 Course	Teaching methods	Observations
Information overview	Lecture	3 hours
Information systems	Lecture	1 hour
Informatics. Concept and objectives	Lecture	2 hours
The place of the information system within the economic system	Lecture	2 hours
IT sector in the enterprise	Lecture	3 hours
Generalities on computing systems	Lecture	3 hours
The microprocessor	Lecture	1 hour
Internal memory	Lecture	1 hour
External memory devices	Lecture	2 hours
Peripheral equipment	Lecture	3 hours
Getting Started with Operating Systems	Lecture	1 hour
Windows opersting system	Lecture	1 hour
Software Applications	Lecture	1 hour
Computer networks	Lecture	2 hours
Network architectures	Lecture	2 hours

Bibliography

1. Cucui Gabriel, *Course notes* in English provided each lecture based on the speciality book “Informatica Economica” (written by Gabriel Cucui, publishing house Bibliotheca, year 2009) and on Internet sources of documentation.
2. Haag Stephen, Cummings Maeve, Dawkins James, *Management information systems for the information age*, Boston, Irwin Mc-Graw Hill, 1998.
3. Jelen Bill, Syrstad Tracy, *Excel 2013 VBA and Macros*, Pearson Education, 2013.
4. Kolb Francois, Ariela Herman, Informatique et organisation, Paris, les Editions d’Organisation, 1990.
5. Taylor James, *Managing information technology projects : appliyng project management strategies to software, hardware, and integration initiatives,* New York, Amacom,2004
6. Weber Peter, Gabriel Roland, Lux Thomas, Menke Katharina, *Basics in Business Informatics,* 2nd edition, Springer Fachmedien Wiesbaden, 2022

8.2 Seminar/laboratory	Teaching methods	Observations
Preparation to use the workstation	Laboratory work	2 hours
Comminucation in local area network and the Internet	Laboratory work	6 hours
Writing and formatting of economic and financial documents	Laboratory work	8 hours
Animated presentation of financial products	Laboratory work	4 hours
Spreadsheet calculation and financial functions	Laboratory work	8 hours

Bibliography

1. Cucui Gabriel, *Lab notes* in English provided each laboratory
2. Haag Stephen, Cummings Maeve, Dawkins James, *Management information systems for the information age*, Boston, Irwin Mc-Graw Hill, 1998.

3. Jelen Bill, Syrstad Tracy, *Excel 2013 VBA and Macros*, Pearson Education, 2013.
4. Kolb Francois, Ariela Herman, Informatique et organisation, Paris, les Editions d'Organisation, 1990.
5. Taylor James, *Managing information technology projects : appliyng project management strategies to software, hardware, and integration initiatives,* New York, Amacom,2004
6. Weber Peter, Gabriel Roland, Lux Thomas, Menke Katharina, *Basics in Business Informatics*, 2nd edition, Springer Fachmedien Wiesbaden, 2022
7. *** Internet sources of documentation

9. Interrelating between the contents of the teaching unit and the expectations of the scientific community' representatives, professional associations and the representative employers in the field afferent to the program

Course and lab contents are consistent with labor market requirements in the field.

10. Assessment

Activity type	10.1 Criteria of assessment	10.2 Method(s) of assessment	10.3 Construction of the grade (including the weighting of the various partial grades)
10.4 Course	Knowledge	Written exam	50%
	Participation in class	Course attendance	10%
10.5 Seminar/laboratory	Skills achievement of case studies	Laboratory activity	20%
	Participation in seminar	Ongoing verification	20%
10.6 Minimal standard of performance: - Knowing the basics of specific discipline - Ability to solve problems and tests of medium difficulty - Getting the minimum grade 5 to written exam			