SYLLABUS

1. Information regarding the program

1.1 Higher education institution	**University of Oradea**
1.2 Faculty	**Faculty of Economic Sciences**
1.3 Department	**Department of Economics**
1.4 Field of study	**Business Administration**
1.5 Cycle of study	**Cycle I – Bachelor**
1.6 Program of study /Degree	**Business Administration / Bachelor Degree**

2. Information regarding the discipline

2.1 Name of discipline		Economic Informatics (FSTE-0617)					
2.2 Course titleholder		Associate Professor Naiana ŢARCĂ, PhD					
2.3 Seminar titleholder		Lect. univ. Teodora TARCZA PhD					
2.4 Year of study	I	2.5 Semester	1	2.6 Type of assessment	Ex	2.7 Type of discipline	I

(I) Compulsory; (O) Elective; (F) Facultative

3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	3	out of which: 3.2 course	2	3.3 laboratory	1
3.4 Total of hours in the Curriculum	42	out of which: 3.5 course	28	3.6 laboratory	14
Distribution of hours:					83 hours
Studying the workbook, course book, bibliography and notes					28 hours
Supplementary documentation in the library, on electronic specialty sites and in the field					14 hours
Preparing seminars/laboratories, themes, projects, portfolios and essays					20 hours
Tutorship					14 hours
Assessment activities					7 hours
Other activities.....					0 hours

3.7 Total hours of individual study	**83**
3.9 Total hours/semester	**125**
3.10 Number of credits	5

4. Pre-requisites (if applicable)

4.1 Curriculum	n.a.
4.2 Skills	n.a.

5. Conditions (if applicable)

5.1. concerning the course activities	Internet access, e.uoradea.ro platform access
5.2. concerning the seminar/laboratory activities	Internet access, e.uoradea.ro platform access

6. Specific skills acquired	
Professional skills	C1.3 Applying the adequate instruments for the analysis of the influence relation exerted by the external business environment on the firm/organization. C3.3 Applying the specific instruments for the analysis of the functioning of a subdivision of the firm/organization C4.3 Solving problems/specific solutions for the human resources: recruiting, selection, motivation, payment, working hours, training C5.1 Description on the concepts, theories and methodologies for administration of databases specific to business administration C5.3 Applying the appropriate instruments for the data analysis specific to business administration
Transversal Skills	
ESCO Skills/Competencies	▪ Digital skills ▪ Problem-solving ▪ Performs data analysis ▪ Analyzes business environment trends ▪ Thinks analytically ▪ Works in teams

6. 2. 2 Learning outcomes	
Knowledge	▪ The student/graduate defines the specific concepts and principles of coordinating and managing services, tourism, hotel, and restaurant activities, as well as the related notions of geography.
Skills	▪ The student/graduate solves simple, well-defined problems associated with the coordination and management of services, tourism, hotel, and restaurant activities. ▪ The student/graduate chooses methods for managing customer and supplier relationships.
Responsibilities and autonomy	▪ The student/graduate develops an adaptable, resilient, and entrepreneurial mindset, motivating and influencing the team to create a positive and productive work environment.

7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	• To provide students the opportunity to learn the knowledge and skills acquired on the use of personal computers in business administration
7.2 Specific objectives	• explain the basic concepts of information technology and the importance of their knowledge • knowledge of how to use the tools and software applications in business administration • acquire practical skills in the use of software applications useful in business administration • understanding of concepts and terms associated with using the Internet

	in business administration • develop a positive attitude about the use of personal computers in business administration

8. Contents

8.1 Course (C)	**Teaching methods**	**Observation**
8.1.1. Basic concepts of economic informatics (2 hours)	discourse, interactive methods	
8.1.2. The hardware computing electronic systems (4 hours)	discourse, interactive methods	
8.1.3. Computer networks (2 hours)	discourse, interactive methods	
8.1.4. Microsoft Word (8 hours)	discourse, interactive methods	
8.1.5. Microsoft Excel (12 hours)	discourse, interactive methods	

Bibliography

1. Shelly Cashman Series, Comprehensive, Microsoft Office 365 & Excel 2019, Steven M. Freund, Ed. Cengage Learning Inc, 2019
2. Shelly Cashman Series Microsoft (R) Office 365 & Office 2019 Introductory, Vermaat Misty, Ed. Cengage Learning Inc, 2019
3. Shelly Cashman Series Microsoft Office 365 & Excel 2021, Comprehensive, Ed. Cengage Learning Inc, 2022
4. https://books-library.online/files/download-pdf-ebooks.org-1495650575Vu0X9.pdf
5. https://www.cours-gratuit.com/excel-courses/excel-365-tutorial-for-beginners

8.3 Laboratory (L)	**Teaching methods**	**Observation**
8.3.1. Organizing and managing files	Practical applications	
8.3.2. Microsoft Word	Practical applications	
8.3.3. Microsoft Word	Practical applications	
8.3.4. Microsoft Word	Practical applications	
8.3.5. Microsoft Word	Practical applications	
8.3.6. Microsoft Word	Practical applications	
8.3.7. Quiz 1	Practical applications	
8.3.8. Microsoft Excel	Practical applications	
8.3.9. Microsoft Excel	Practical applications	
8.3.10. Microsoft Excel	Practical applications	
8.3.11. Microsoft Excel	Practical applications	
8.3.12. Microsoft Excel	Practical applications	
8.3.13. Microsoft Excel	Practical applications	
8.3.14. Quiz 2	Practical applications	

Bibliography

1. Shelly Cashman Series Microsoft (R) Office 365 & Office 2019 Introductory, Vermaat Misty, Ed. Cengage Learning Inc, 2019
2. https://books-library.online/files/download-pdf-ebooks.org-1495650575Vu0X9.pdf
3. https://www.cours-gratuit.com/excel-courses/excel-365-tutorial-for-beginners

9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

- Training skills for processing and preliminary analysis of information in order to develop the business administration decisions;
- Skills training on the use of personal computers in business administration;
- Knowledge of how to make the charts that reflect the evolution of indicators used in business administration.

9. Use of Generative Artificial Intelligence Tools

Within the course Economic Informatics the use of generative artificial intelligence (GenAI) tools is permitted for research information organization revision and improvement of academic writing. The use of GenAI tools must comply with the principles of academic integrity Transparency and responsibility. Students remain fully responsible for the content and originality of the materials they produce. For individual assignments completed within the course students are required to complete and include an AI Use Declaration in their course portfolio specifying the tool used the manner of use and the sections of the work in which it was employed.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	• Knowledge and understanding of course content • Proper treatment of topics in the exam	Sumative assessment: – computer exam - *multiple choice questions*	50%
10.5 Seminar (S)			
10.6 Laboratory (L)	• Proper treatment of topics in computer testing	Continuous assessment: - Computer test - *practical applications*	50%
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard • Knowledge and understanding of course content at base level. • Using Microsoft Word, Microsoft Excel - base level. • Solving at least half of the multiple choice questions in the final exam tests.			

Date	Course titleholder:	Laboratory titleholder:
17.09.2026	Associate Professor Naiana Ţarcă, PhD	Lect. univ. Teodora TARCZA PhD

Director of Department,

Professor Dr. Habil. Abrudan Maria Madela

Date of approval in the Department:
25.09.2026

Contact data[1]:
University of Oradea, Faculty of Economic Sciences, Department of MANAGEMENT - MARKETING
Universităţii 1, Building F, floor III, room F303
Zip code 410087, Oradea, Bihor, Romania
Tel.: 0259-408401;
E-mail: steconomice@uoradea.ro
Web page: http://steconomiceuoradea.ro

Date of approval in The Council of the Faculty of Economic Sciences:

28.09.2026

Dean,

Professor Dr. Habil. Diana SABĂU-POPA

[1] State the contact information (telephone, e-mail, web page, etc) of the academic institution beneficiary of the *Syllabus*

Contact data[2]:
University of Oradea, Faculty of Economic Sciences, Department of International Businesses
Universităţii 1
Zip code 410087, Oradea, Bihor, Romania
Tel.: 0259-408109; Fax: 0259-408409
E-mail: steconomice@uoradea.ro
Web page: http://steconomiceuoradea.ro

[2] State the contact information (telephone, e-mail, web page, etc) of the academic institution beneficiary of the *Syllabus*