COURSE SYLLABUS

1. Information about the program

1.1 Higher Education Institution	Babeş-Bolyai University
1.2 Faculty	European Studies Faculty
1.3 Department	European Studies and Governance
1.4 Field of study	International Relations and European Studies
1.5 Study level	BA
1.6 Programme of study/ Qualification	International Relations and European Studies

2. Information about the discipline

2.1 Module	**IT Applied in Social Sciences**						
2.2 Course holder			**Conf Dr Alina Andreica**				
2.3 Seminar holder			**Conf Dr Alina Andreica**				
2.4 Year of study	1	2.5 Semester	2	2.6. Type of assessment[1]	E.	2.7 Type of module[2]	OB

3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	2	3.1 of which for course	1	3.3 of which for seminar	1
3.4 Total no. of hours in the curriculum	14	3.5 of which for course	7	3.6 of which for seminar	7
Time distribution: 14+7=21					
Study by using handbook, reader, bibliography and course notes					7
Additional library/specialised online research, field research					7
Preparation of seminars/laboratories, homework, projects, portfolios and essays					7
Tutoring					10
Examinations					10
Other activities:					

3.7 Total no. of hours for individual study	21
3.8 Total no. of hours per semester	62
3.9 No. of ETCS credit points	5

4. Prerequisites (where applicable)

4.1 of curriculum	● --
4.2 of competencies	● --

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[1] E - exam, ME - multi-term examinations, C - collocutional examination/assessment test
[2] OB - core module, OP - elective module, F - extracurricular module

5. Conditions (where applicable)

5.1 For the development of the course	● --
5.2 For the development of the seminar/laboratory	● IT lab user procedures

6. Specific skills acquired

Professional skills	• Cognitive – knowledge regarding
	   o evolution and functioning principles of computers, computer networks and Internet services applied in social sciences
	   o informationsystems implementation stages and users' role in this process
	• Applicative skills
	   o Create a web site
	   o Training regarding choosing the best information systems that comply specific requirements

Interdisciplinary skills	• Capacity of efficiently using time resources and learning techniques for personal and professional development • Using the acquired knowledge and skills for personal and professional development with regard to adapting to labour market requirements

7. Course objectives (based on list of acquired skills)

7.1 General objective	• *Targeted knowledge*: functioning principles of: computers and IT information & communication facilities applied in social sciences, proficient design principles for web sites, users' role in information systems implementation and evaluation
7.2 Specific objectives	• *Targeted skills*: capability of using software products with electronic information & communication facilities applied in social sciences, designing web pages; choosing the best information systems that comply specific requirements

8. Contents

8.1 Lecture	Teaching methods	Observations
1. Computer evolution	Computer assisted lectures for presenting the course content – PowerPoint presentations, examples, Q&A, on-going evaluations, explanations, problematising, discussions based on	
2. Computer components and functioning principles		
3. Software and operating systems		
4. Computer networks		
5. Internet evolution. Internet addressing; the Domain Name System		
6. Internet security aspects		

7. Off-line and online messaging systems: e-mail, news, chat	the educational resources and Materials: computer & beamer	
8. World Wide Web		
9. Web 2.0		
10. On-line dialogue and multimedia transmissions. Audio & videoconferences		
11. Information systems		
12. Stages in Information systems implementation		
13. Users' role in Information systems implementation		
14. Topic synthesis	Revision	

Bibliography:

Alina Andreica, Horea Todoran – Societatea informationala si evolutia informaticii. Prelucrari birotice, Ed. EFES 2001

Alina Andreica, Florin Bota, Informare şi comunicare în reţele de calculatoare, Ed. EFES, 2001 (biblioteca facultăţii)

Alina Andreica –IT Management, Ed. Efes 2009 – capitolele de Sisteme informatice

Florin Vladimir Pilat, Sorin Popa, Sorin Deaconu, Florin Radu, Introducere în Internet, Ed. Teora, 1994

Terry Lucey, Management Information Systems, The Guernesey Press CO Ltd., 1995 (biblioteca facultăţii)

Mihai Jalobeanu, Acces în Internet, Ed. Promedia Plus, 1996

Andrew S. Tanenbaum, Reţele de calculatoare, Computer Press Agora, 1997

Dorina Gutu, New media, 2007

Gwen Solomon, Lynn Shrumm, Web 2.0: New Tools, New Schools , International Society for Technology in Education, 2007

Alina Andreica - *Organizing the Implementation of Information Systems* , Studia Europaea L, 1, 2005, "Babeş-Bolyai" University, p. 203-215 (biblioteca facultăţii)

http://euro.ubbcluj.ro/~alina/cursuri/informatica-teorie

http://euro.ubbcluj.ro/~alina/cursuri/internet-teorie

UBBonline resources on the discipline's site

8.2 Seminar / Laboratory	Teaching methods	Observations
1. File transfer	exercises	
2. E-mail – webmail systems	exercises, applications	
3. Creating Web pages (1)	Presentation, team + individual work for the assignment	
4. Creating Web pages (2)		
5. Web site publishing		
6. Project – designing a web page on a given topic (1)		
7. Project – designing a web page on a given topic (2)		
8. Web site evaluation	Ongoing evaluation	
9. Creating a blog (1)	Presentation, team + individual work for the assignment	
10. Creating a blog (2)		
11. Blog administration		
12. Blog evaluation	Ongoing evaluation	

13. Videoconferences with Netmeeting	exercises	
14. UBBonline & AcademicInfo systems	applications	

Bibliography:

http://euro.ubbcluj.ro/~alina/cursuri/internet-practic
http://euro.ubbcluj.ro/~alina/cursuri/birotica-practic
New media text collection , online version available
at http://www.newmediareader.com/book_contents.html
UBBonline resources on the discipline's site

9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:

The course has a strong practical character and prepares the students for using electronic IT communication and promotion tools (e-mail, chat, site, blog), which are necessary in any future job position, as well as for adequate involvement in implementing information systems within the organizations they will work in

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
Course	Appropriate knowledge management regarding the presented principles and concepts	Online quiz	1/3
10.4 Seminar	Complying the assignment and site functioning requirements	Site evaluation – ongoing evaluation	1/3
	Complying the assignment requirements for the blog	Blog evaluation – ongoing evaluation	1/3
10.5 Minimum standard of performance			
Minimum grade 5 for each task Note: For the continuous evaluation process, copmputer science high school and ECDL diplomas are recognized, with their corresponding grade			

Date   Course holder signature   Seminar holder signature
24-09-2014..........................   Conf Dr Alina Andreica   .... Conf Dr Alina Andreica

Date of departmental approval   Head of department signature
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