



SYLLABUS

1. Information regarding the programme

1.1 Higher education institution	BABEȘ-BOLYAI UNIVERSITY
1.2 Faculty	EUROPEAN STUDIES
1.3 Department	INTERNATIONAL RELATIONS AND GERMAN STUDIES
1.4 Field of study	International Relations and European Studies
1.5 Study cycle	BA
1.6 Study programme / Qualification	INTERNATIONAL RELATIONS AND EUROPEAN STUDIES – in German

2. Information regarding the discipline

2.1 Name of the discipline		IT Applied in Social Sciences					
2.2 Course coordinator		Conf Dr Alina Andreica					
2.3 Seminar coordinator		Conf Dr Alina Andreica					
2.4. Year of study	2	2.5 Semester	2	2.6. Type of evaluation	exam	2.7 Type of discipline	compulsory

3. Total estimated time (hours/semester of didactic activities)

3.1 Hours per week	2	Of which: 3.2 course	1	3.3 seminar/laboratory	1
3.4 Total hours in the curriculum	28	Of which: 3.5 course	14	3.6 seminar/laboratory	14
Time allotment: 14*2=28					hours
Learning using manual, course support, bibliography, course notes					14
Additional documentation (in libraries, on electronic platforms, field documentation)					14
Preparation for seminars/labs, homework, papers, portfolios and essays					14
Tutorship					10
Evaluations					10
Other activities:					
3.7 Total individual study hours					14
3.8 Total hours per semester					28
3.9 Number of ECTS credits					5

4. Prerequisites (if necessary)

4.1. curriculum	•
4.2. competencies	•

5. Conditions (if necessary)

5.1. for the course	•
5.2. for the seminar /lab activities	• IT lab user procedures

6. Specific competencies acquired

Professional competencies	<ul style="list-style-type: none"> • Cognitive – knowledge regarding <ul style="list-style-type: none"> ○ evolution and functioning principles of computers, computer networks and Internet services applied in social sciences • Applicative skills <ul style="list-style-type: none"> ○ Processing, analyzing and synthesizing data using Excel spreadsheet processor ○ Creating a web site on blog technology ○ Team work, structuring and writing a small research project
Transversal competencies	<ul style="list-style-type: none"> • 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. Objectives of the discipline (outcome of the acquired competencies)

7.1 General objective of the discipline	<ul style="list-style-type: none"> • <i>Targeted knowledge:</i> functioning principles of: computers and IT information & communication facilities applied in social sciences, proficient design principles for web sites and blogs
7.2 Specific objective of the discipline	<ul style="list-style-type: none"> • <i>Targeted skills:</i> capability of using software products with electronic information & communication facilities applied in social sciences; processing, analyzing and synthesizing data in Excel; designing web pages on blog technologies; writing a small research project on e-activities based on team-work

8. Content

8.1 Course	Teaching methods	Remarks
1. Computer evolution, components and functioning principles	Computer assisted lectures for presenting the course content – PowerPoint presentations, examples, Q&A, on-going evaluations, explanations, problematising, discussions based on the educational resources and	Courses are also transmitted online using Teams
2. Software and operating systems		
3. Computer networks		
4. Internet evolution. Internet addressing; the Domain Name System The e-mail system		
5. Internet security aspects		
6. World Wide Web		
7. Web 2.0 Multimedia transmissions. Audio & videoconferences Electronic activities and social impact		

	Materials: computer & beamer	
Topic synthesis	Revision	

Bibliography

Alina Andreica – IT Management in the Digital Society, Cluj University Press, 2023

Preston Gralla, How the Internet Works, Que Publishing, 2006

Stephen Moffat, Microsoft Publisher 2010, <http://bookboon.com/en/publisher-2010-part-i-ebook> ,
<http://bookboon.com/en/publisher-2010-part-ii-ebook> (part 2 optional)

Charles R Severance, Introduction to Networking: How the Internet Works, CreateSpace Independent Publishing Platform, 2015

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

Steve Scott, How to Start a Successful Blog, Amazon Digital Services, 2014 , available online

Andrew S. Tanenbaum, Computer networks, Prentice Hall (4th edition), 2002

Paul Hodkinson, Media, Culture and Society (an introduction), Sage, 2011

http://www.amazon.com/Media-Culture-Society-An-Introduction/dp/1412920531/ref=pd_sim_b_3#reader_1412920531

Alina Andreica - *Organizing the Implementation of Information Systems* , Studia Europaea L, 1, 2005, “Babeş-Bolyai” University, p. 203-215 (faculty library) – optional

UBBonline resources on the discipline’s site – FSE e-learning system

<http://sites.euro.ubbcluj.ro/elearning/course/view.php?id=54>

8.2 Seminar / laboratory	Teaching methods	Remarks
1. FSE e-learning platform Data analysis in Excel	exercises	IT Computer Lab
2. Analyzing and synthesizing data in Excel	Exercises, applications Presentation, team + individual work for the assignment	
3. Processing a quiz in Excel		
4. Data Analysis assignment evaluation	Ongoing evaluation	
5. Creating a Web site on blog technology – Wordpress	Presentation, team + individual work for the assignment	
6. Blog evaluation	Ongoing evaluation	
7. E-activities project evaluation	Ongoing evaluation	

Bibliography

Stephen Moffat, Microsoft Publisher 2010, <http://bookboon.com/en/publisher-2010-part-i-ebook>

Steve Scott, How to Start a Successful Blog, Amazon Digital Services, 2014 , available online

New media text collection , online version available at http://www.newmediareader.com/book_contents.html

UBBonline resources on the discipline’s site - FSE e-learning system

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9. Corroborating the content of the discipline with the expectations of the epistemic community, professional associations and representative employers within the field of the program

With a strong applied character, the course actively prepares students for using IT information and communication tools and online marketing facilities within their future job position

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Share in the grade (%)
10.4 Course	Appropriate knowledge management regarding the presented principles and concepts	Online quiz <i>FSE e-learning platform</i>	2/5
10.5 Seminar/lab activities	Complying the assignment and site functioning requirements Complying the assignment requirements for the blog Complying the assignment requirements for the e-activities project	Data analysis in Excel – ongoing evaluation Site-Blog evaluation – ongoing evaluation E-activities project evaluation – ongoing evaluation	1/5 1/5 1/5
10.6 Minimum performance standards			
➤ For grade 5: overall 45-50% of the required content		For grade 10: overall 95-100% of the required content	

Date

September 27th, 2023

Signature of course coordinator

Conf Dr Alina Andreica

Signature of seminar coordinator

Conf Dr Alina Andreica

Date of approval

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Signature of the head of department

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