



SYLLABUS
Business Informatics
Academic year 2025-2026

1. Information regarding the program

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| 1.1. Higher education institution | Universitatea Babeș Bolyai |
| 1.2. Faculty | Business |
| 1.3. Department | Hospitality Services |
| 1.4. Field of study | Business Administration |
| 1.5. Study cycle | Bachelor |
| 1.6. Study programme/Qualification | Business Administration (English)/ Bachelor in Economic Studies |
| 1.7. Form of education | Full time |

2. Information regarding the discipline

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|-----------------------------|-----------------------------------|---------------|---|-------------------------|----------------|------------------------|----|
| 2.1. Name of the discipline | Business Informatics | | | Discipline code | ILE0067 | | |
| 2.2. Course coordinator | Assist.Prof. Liliana Guran, Ph.D. | | | | | | |
| 2.3. Seminar coordinator | Assist.Prof. Liliana Guran, Ph.D. | | | | | | |
| 2.4. Year of study | 1 | 2.5. Semester | 1 | 2.6. Type of evaluation | C | 2.7. Discipline regime | DF |

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

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|---|----|----------------------|----|------------------------|--------------|
| 3.1. Hours per week | 4 | of which: 3.2 course | 2 | 3.3 seminar/laboratory | 2 |
| 3.4. Total hours in the curriculum | 56 | of which: 3.5 course | 28 | 3.6 seminar/laboratory | 28 |
| Time allotment for individual study (ID) and self-study activities (SA) | | | | | hours |
| Learning using manual, course support, bibliography, course notes (SA) | | | | | 14 |
| Additional documentation (in libraries, on electronic platforms, field documentation) | | | | | 14 |
| Preparation for seminars/labs, homework, papers, portfolios and essays | | | | | 28 |
| Tutorship | | | | | 2 |
| Evaluations | | | | | 2 |
| Other activities: | | | | | 9 |
| 3.7. Total individual study hours | | | | | 69 |
| 3.8. Total hours per semester | | | | | 125 |
| 3.9. Number of ECTS credits | | | | | 5 |

4. Prerequisites (if necessary)

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| 4.1. curriculum | |
| 4.2. competencies | |

5. Conditions (if necessary)

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| 5.1. for the course | The course takes place in the hall/amphitheater of the faculty, with installed software packages devices and online resources (Portal UBB Ms Office 365, Teams, GM, GD, MS Office 2016, 2019, etc) Students are not allowed to delay and do not leave the room during the lectures; It is forbidden to use mobile phones in any way; In each course, students participate in interactive activities and complete quizzes on the topics presented |
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| 5.2. for the seminar /lab activities | The labs take place in the labs of the faculty, with individually installed software packages devices and online resources (Portal UBB Ms Office 365, Teams, GM, GD, MS Office 2016, 2019, etc); Students are not allowed to delay and do not leave the room during the labs; The use of mobile phones is not allowed in any way during the laboratories; All study and practical work materials are available to students on Teams; Each student should participate actively and interactively in the solving of the laboratory tasks, and the individual results are saved on Teams; |
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6.1. Specific competencies acquired

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| Professional/essential competencies | C5. Implementing business development strategies in the hospitality industry. C5.1. Description of the concepts, theories, and methodologies for managing databases specific to business administration. C5.3. Using databases specific to business management. |
| Transferential competence | CT2. Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork |

6.2. Learning outcomes

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|------------------------------|---|
| Knowledge | The student has general knowledge of computer science for business, impacting the life and work of business administration firms. <ul style="list-style-type: none"> The student knows the basics in the field of information and communication technology (computer systems, operating systems, computer networks, etc.) The student recognizes and uses the appropriate command blocks in the Microsoft Office 365 suite: Word, Excel, PowerPoint . |
| Skills | The student has the necessary skills to use specialized computer program administration methods and techniques. <ul style="list-style-type: none"> The student develops skills in operating and managing a computing system. The student develops practical skills in working with the Microsoft Office 365 suite: Word, Excel, PowerPoint in order to create documents, files, presentations. |
| Responsibility and autonomy: | The student is able to make decisions at the level of the job he or she occupies and take responsibility towards the higher hierarchical levels. <ul style="list-style-type: none"> The student manages the file system and the resources of a computing system, to monitor the processes in the system from a computing system. The student use correctly and properly the programs in the Microsoft Office 365 suite: Word, Excel, PowerPoint. |

7. Objectives of the discipline (outcome of the acquired competencies)

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| 7.1 General objective of the discipline | <ul style="list-style-type: none"> Acquiring knowledge about ICT tools and their use in business administration |
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| 7.2 Specific objective of the discipline | <ul style="list-style-type: none"> • Acquiring knowledge about computers, architecture, configuration, and settings; skills training for efficient computer operation. • Acquiring knowledge about operating systems; training skills, Windows 10 /Windows 11 operating systems, settings; Acquiring knowledge of utility software use. • General and comparative acquisition of knowledge about office software suites, free, open source, and commercial. • Skills training for efficient use of Word, Excel, PowerPoint, MS Office 2016, 2019, MS Office 365. |
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8. Content

| 8.1 Course | Teaching methods | Remarks |
|--|---|-----------|
| ITC, computer systems - general concepts; | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 course |
| Operating systems, Windows 8/Windows 10 overview, Windows accessories and software utility | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 course |
| MSO Word 2016/2019/Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 3 courses |
| MSO Excel 2016/2019/Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 3 courses |
| MSO Excel 2016/2019/Office 365 – advanced tools | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 course |
| MSO Powerpoint 2016/2019/Office 365 web | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 courses |
| Comparative office packages, business software packages, presentation. AI implemented in MS Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 course |

Bibliography

1. Benson E.G. *Introduction to Information Technology: Basic Insight Into The Modern World of Technology*, Independently published, ISBN-13: 979-8865457633, 2023;
2. Douglas C. E., *The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works*, ISBN 9781138330290, 2019;
3. Leonardich M., *Succeeding In Information Technology: Tips and Strategies to be an IT Superstar*, selfpublishing.com, ISBN-13: 979-8891094697, 2023.
4. Nițchi A. R., s.a., *Informatică Economică*, Ed. Risoprint, Cluj-Napoca, 2013;
5. Richard F., *Information Technology*, Chapman & Hall, ISBN: 9780367820213, 0367820218, Print ISBN: 9780367820213, Edition: 2nd, 2021;
6. Surcel T., s.a.- *Bazele informaticii economice*, Ed. Calipso 2000, București, 2002;
7. Tomai N., *Rețele de calculatoare, Structuri, programe, aplicații*, Ed. Risoprint, Cluj-Napoca, 2005;



8. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor*, Presa Universitara Clujeana , Cluj-Napoca, 2012;
9. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor. Aplicatii*, Presa Universitara Clujeana , 2012;

Any other documentation related to the study material, printed or digital, tutorials, help, etc.

| 8.2 Seminar / laboratory | Metode de predare | Observații |
|--|---|------------|
| ITC, computer systems - general concepts; | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 lab |
| Operating systems, Windows 10/Windows 11 overview, Windows accessories and software utility | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 lab |
| MSO Word 2016/2019/Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 3 labs |
| MSO Excel 2016/2019/Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 3 labs |
| MSO Excel 2016/2019/Office 365 – advanced tools | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 labs |
| MSO Powerpoint 2016/2019/Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 labs |
| Comparative office packages, business software packages, presentation. AI implemented in MS Office 365 | Presentation, interactive exposure, practical examples from business environment, quiz test | 2 labs |
| ITC, computer systems - general concepts; | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 lab |
| Operating systems, Windows 10/Windows 11 overview, Windows accessories and software utility | Presentation, interactive exposure, practical examples from business environment, quiz test | 1 lab |

Bibliography

10. Benson E.G. *Introduction to Information Technology: Basic Insight Into The Modern World of Technology*, Independently published, ISBN-13: 979-8865457633, 2023;
11. Douglas C. E., *The Internet Book Everything You Need to Know about Computer Networking and How the Internet Works*, ISBN 9781138330290, 2019;
12. Leonardich M., *Succeeding In Information Technology: Tips and Strategies To Be An IT Superstar*, selfpublishing.com, ISBN-13: 979-8891094697, 2023.
13. Nițchi A. R., s.a., *Informatică Economică*, Ed. Risoprint, Cluj-Napoca, 2013;
14. Richard F., *Information Technology*, Chapman & Hall, ISBN: 9780367820213, 0367820218, Print ISBN: 9780367820213, Edition: 2nd, 2021;
15. Surcel T., s.a.- *Bazele informaticii economice*, Ed. Calipso 2000, București, 2002;
16. Tomai N., *Rețele de calculatoare, Structuri, programe, aplicații*, Ed. Risoprint, Cluj-Napoca, 2005;
17. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor*, Presa Universitara Clujeana , Cluj-Napoca, 2012;



18. Tutunea M.-F., *Instrumente IT pentru administrarea afacerilor. Aplicatii*, Presa Universitara Clujeana , 2012;

Any other documentation related to the study material, printed or digital, tutorials, help, etc.

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

- ITC knowledge and skills are necessary and are required specifically in any company
- Contents and tools presented in the course are used in all national and international companies
- All practical applications are directly related to business activity in various fields

10. Evaluation

- The same evaluation criteria are maintained for all exams sessions. The components of the evaluation process carried out during the semester cannot be recovered/redone in the examination sessions.
- To be able to accumulate the points obtained during the semester, it is mandatory to obtain a minimum of 5 (five) in the final exam (written/oral).

| Activity type | 10.1 Evaluation criteria | 10.2 Evaluation methods | 10.3 Percentage of final grade |
|--------------------------------------|--|--|--------------------------------------|
| 10.4 Course | <ul style="list-style-type: none"> ▪ correctness and completeness of knowledge; ▪ specialist language; ▪ understanding theoretical notions related to computer systems; ▪ understanding theoretical notions related to database. | <p>Colloquium - Theory test (grid, 20 questions), in the last week of the semester (as scheduled)</p> | <p>50% Minimum mark 5</p> |
| 10.5 Seminar/laboratory | <ul style="list-style-type: none"> ▪ ability to put into practice the notions acquired; | <p>Project – the presentation will be made in the last 2 weeks of the semester (as scheduled)</p> <p>The calculation formula for the final grade of the project is: (MSWord+MSExcel+MSPP T):3</p> | <p>40% Minimum mark 5</p> |
| | <ul style="list-style-type: none"> ▪ interest in individual training, seriousness in approaching problems | <p>Laboratory activity (laboratories solved and saved in personal account)</p> | <p>10% Minimum mark 5</p> |
| 10.6 Minimum standard of performance | | | |





- Knowledge of fundamental notions and their application on examples;
- Creating databases, tables, relationships between tables in Microsoft Access, adding records to tables.
- Use of information systems presented in the course

Remarks:

- The theme of the project will be chosen from a list of proposed themes.
- The themes chosen for the project must be unique/specialized.
- The project will be carried out in a team (maximum 4 students/project);
- The project can only be submitted during the semester, in week 13 according to the schedule.
- The written exam (grid) can be taken during the semester in week 14, during laboratory hours, according to the schedule.
- To graduate from this discipline, it is necessary to obtain a grade of at least 5 (five) for each of the three stages of evaluation: laboratory activity, project support, and written exam.
- The results obtained during the evaluation along the way (project) or colloquium (theory test) will be canceled when it is proved that they were obtained fraudulently.
- Attendance is mandatory at laboratories (80%) and verification tests along the way.
- Failure to comply with the 80% attendance at laboratories entails not being allowed to attend the project and written exam.
- Failure to attend the project/failure to pass this stage with a grade of at least 5 entails not being allowed to attend the written exam.

The assessment method remains the same for all examination sessions!

11. Labels ODD (Sustainable Development Goals)¹

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|---|---|--|--|--|--|--|--|---|
|  | General label for Sustainable Development | | | | | | |  |
| | | | | | | | | |

Date:
03.04.2025

Signature of course coordinator
 Assist.Prof. Liliana Guran, Ph.D.

Signature of seminar coordinator
 Assist.Prof. Liliana Guran Ph.D.

Date of approval:
10.04.2025

Signature of the head of department
 Assosc.Prof. Marius Bota, Phd

¹ Keep only the labels that, according to the [Procedure for applying ODD labels in the academic process](#), suit the discipline and delete the others, including the general one for *Sustainable Development* – if not applicable. If no label describes the discipline, delete them all and write „*Not applicable.*”.