



COURSE DESCRIPTION

Business Informatics

Academic year 2026-2027

1. Programme-related data

1.1. Higher Education Institution	Babeș-Bolyai University
1.2. Faculty	Business
1.3. Department	Hospitality Services
1.4. Field	Business Administration
1.5. Level of study	Bachelor
1.6. Degree programme / Qualification	Business Administration (English)/Bachelor in Economic Studies
1.7. Form of education	Full time

2. Information regarding the discipline

2.1. Name of the discipline	Business Informatics			Codul disciplinei	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	I	2.6. Type of assessment	Viva voce
2.7. Course status	Compulsory			2.8. Course type	Specialisation subject

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

3.1. Number of hours per week	4	of which: 3.2. course	2	3.3. seminar/ laboratory/ project	2
3.4. Total of hours in the curriculum	56	of which: 3.5. course	28	3.6. seminar/ laboratory	28
Time allocation for individual study (IS) and self-taught activities (ST)					hours
Learning from textbooks, course materials, bibliography, and notes (IS)					14
Additional research in the library, on subject-specific electronic platforms, and on-site					14
Preparing seminars/ laboratories/ projects, assignments, reports, portfolios, and essays					28
Tutoring (professional guidance)					2
Examinations					2
Other activities					9
3.7. Total hours of individual study (IS) and self-taught activities (ST)				69	
3.8. Total hours per semester				125	
3.9. Number of credits				5	

4. Prerequisites (where applicable)

4.1. curriculum-related	
4.2. skills-related	

5. Specific conditions (where applicable)

5.1. course-related	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. seminar/laboratory-related	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. Competencies resulting from the completion of the degree programme

Professional competencies	
Competency code	Competency
PC5	Implementing business development strategies in the hospitality industry
Transversal competencies	
Competency code	Competency
TC2	Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork

6.2. Learning outcomes relevant to the degree programme

Learning outcomes targeted by the subject		
Competency code	Knowledge and comprehension	Specific academic skills
PC5 TC2	1. The student/graduate identifies the advanced functionalities of office applications and the ways in which they are used in the economic field (complex spreadsheet calculations using functions, data validation, querying, data synthesis, and graphical representation).	2. The student/graduate uses office applications in the economic field. The student/graduate recognizes and evaluates security risks associated with information management in the economic domain.
	2. The student/graduate identifies the fundamental principles of information security, including confidentiality, integrity, and availability of data in the economic domain.	2. The student/graduate uses automation tools to automate repetitive tasks in economic activities.
	3. The student/graduate identifies and analyses the concepts and technologies related to business process automation and database management specific to the economic field.	3. The student/graduate identifies business processes that can be automated.
	4. The student/graduate describes the basic concepts related to emerging technologies characteristic of the knowledge-based information society (IoT, AI, Cloud/Fog/Edge Computing, Blockchain, etc.)."	4. The student/graduate uses open-source tools to exploit the main functionalities offered by emerging technologies.

7. Subject-specific learning outcomes

Knowledge and understanding
1. The graduate has general knowledge of computer science for business, impacting the life and work of business administration firms.
2. The graduate knows the basics in the field of information and communication technology (computer systems, operating systems, computer networks, etc.)
3. The graduate recognizes and uses the appropriate command blocks in the Microsoft Office 365 suite: Word, Excel, PowerPoint, tasks solved with AI.

Specific academic skills
1. The graduate develops skills in operating and managing a computing system....
2. The graduate has the necessary skills to use specialized computer program administration methods and techniques.
3. The graduate develops practical skills in working with the Microsoft Office 365 suite: Word, Excel, PowerPoint in order to create documents, files, presentations.

8. Contents

8.1. Course	Teaching and learning methods	Remarks
1. Introduction to Informatics for Business	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
2. Information technology and electronic computing systems	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
3. Operating systems	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
4. Windows accessories and utility software	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
5. Microsoft Word - basic concepts and functions	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
6. Microsoft Word - applicative functions for business environment	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
7. Microsoft Excel - getting started	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
8. Microsoft Excel - processing economic data	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
9. Microsoft Excel - advanced techniques	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
10. Microsoft Excel - analysis and reporting	Interactive exposure, practice, problematization, discussions, analysis with students, concrete	1 lecture

	examples from the business environment, quiz test	
11. Office and business software packages	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
12. Microsoft PowerPoint	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	1 lecture
13. Artificial Intelligence in Office 365	Interactive exposure, practice, problematization, discussions, analysis with students, concrete examples from the business environment, quiz test	2 lectures

Bibliography

Bibliografie

1. Simpson, A. (2024). *Windows 11 For Dummies* (2nd ed.). Wiley. ISBN 978-1-394-28904-2. Acces online
2. Redmond, T. (coord.) și colectivul Office 365 for IT Pros. (2024). *Office 365 for IT Pros (2025 Edition): The Ultimate Guide to Managing Office 365* (11th ed.). Office 365 for IT Pros. [Acces online](#)
3. Lane, J. N., Leonardi, P. M., Contractor, N. S., & DeChurch, L. A. (2024). Teams in the digital workplace: Technology's role for communication, collaboration, and performance. *Small Group Research*, 55(1), 139–183. <https://doi.org/10.1177/10464964231200015>
4. Smith, M., & Smith, M. (2025). *Microsoft 365 Copilot Adoption: A Practical Guide for Business Leaders and Consultants*. Microsoft Press. ISBN 978-0-13-546804-3. [Acces online](#)
5. Microsoft. (2025). *Microsoft Word (Microsoft 365 Apps) – MO-110: Course and Certification Preparation Materials*. Microsoft Learn. [Acces online](#)
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7. Microsoft. (2025). *Microsoft Excel Expert (Microsoft 365 Apps) – MO-211: Course and Certification Preparation Materials*. Microsoft Learn. Acces online
8. Microsoft. (2025). *Microsoft PowerPoint (Microsoft 365 Apps) – MO-310: Course and Certification Preparation Materials*. Microsoft Learn. Acces online
9. Deng, X. N., & Yi, S. (2025). Individual motivation and self-perception of Excel skills learning: An empirical study of first-generation college students and their peers. *Journal of Accounting Education*, 70, 100947. <https://doi.org/10.1016/j.jaccedu.2024.100947>
10. OECD. (2026). *OECD Digital Education Outlook 2026: Exploring Effective Uses of Generative AI in Education*. OECD Publishing. ISBN 978-92-64-91530-5. <https://doi.org/10.1787/062a7394-en>
11. Nyale, D., Karume, S., Kipkebut, A., & Mukudi, F. (2026). Digital skills landscape: A systematic review of current academic programs, industry demands, and the digital divide's impact on graduate competencies. *Industry and Higher Education*, 40(2), 229–241. <https://doi.org/10.1177/09504222251370105>
12. L. Guran, Suport de Curs ID, 2026-2027

8.2. Seminar/ laboratory	Teaching and learning methods	Remarks
1. Familiarizarea cu mediul informatic de lucru	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
2. Componente hardware și configurări de bază	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
3. Tipuri de software utilizate în afaceri	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
4. Lucrul în Windows 10/11	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab

5. Accesorii Windows și utilitare	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
6. Microsoft Word – redactare documente	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
7. Microsoft Word – formatare avansată	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
8. Microsoft Excel – introducere date și formule	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
9. Microsoft Excel – funcții și grafice	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
10. Microsoft Excel – sortare, filtrare și formatare condiționată, tabele pivot și analiză de date	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
11. Comparație între pachete software	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
12. Microsoft PowerPoint – prezentare profesională	Presentation, interactive exposure, practical examples from business environment, quiz test	1lab
13. Utilizarea instrumentelor AI în Office 365. Evaluare practică	Presentation, interactive exposure, practical examples from business environment, quiz test	2 labs

Bibliography

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1. Simpson, A. (2024). *Windows 11 For Dummies* (2nd ed.). Wiley. ISBN 978-1-394-28904-2. Acces online
2. Redmond, T. (coord.) și colectivul Office 365 for IT Pros. (2024). *Office 365 for IT Pros (2025 Edition): The Ultimate Guide to Managing Office 365* (11th ed.). Office 365 for IT Pros. [Acces online](#)
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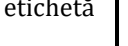
9. Evaluation

- 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).

Type of activity	9.1 Evaluation criteria	9.2 Evaluation methods	9.3 Percentage in the final grade
9.4. Course	▪ correctness and completeness of knowledge; ▪ specialist language; ▪ understanding theoretical notions related to computer systems; ▪ understanding theoretical notions related to database.	Colloquium - Theory test (grid, 20 questions), in the last week of the semester (as scheduled)	50%
9.5. Seminar/ laboratory	ability to put into practice the notions acquired;	Project – the presentation will be made in the last 2 weeks of the semester (as scheduled) The calculation formula for the final grade of the project is: (MSWord+MSExcel+MSPPT):3	40%
	interest in individual training, seriousness in approaching problems	Laboratory activity (laboratories solved and saved in personal account)	10%
9.6 Minimum standard for passing			
▪ 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!			

10. SDG labels (Sustainable Development Goals)¹

¹ Select a single label which, according to the [Implementation of SDG labels in the academic process](#), best matches the subject. If the subject addresses sustainable development in a generic manner (i.e. by presenting/introducing the general framework of sustainable development, etc.), then the Sustainable Development generic label may be applied. If none of the labels describe the subject, select the last option: "No label applies."

		Sustainable Development Generic Label						
								
								Nu se aplică nici o etichetă
								

Date of entry:

9.09.2026

Signature of course coordinator

Assist.Prof. Liliana Guran, Ph.D.

Signature of seminar coordinator

Assist.Prof. Liliana Guran, Ph.D.

Date of approval in the department:

9.09.2026

Signature of the head of department

Assoc. Prof. Marius BOTA, PhD