



COURSE OUTLINE

1. Information about the program

1.1 Higher education institution	“Alexandru Ioan Cuza” University of Iași
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Department	Accounting, Information Systems and Statistics
1.4 Field of study	Business Administration
1.5 Cycle of study	Bachelor
1.6 Study program / Qualification	Business Administration

2. Information about the course

2.1 Course title	END USER COMPUTING						
2.2 Course coordinator	Professor Vasile-Daniel Păvăloaia, PhD						
2.3 Seminar coordinator	Professor Vasile-Daniel Păvăloaia, PhD, Codrin Esanu, PhD Stud						
2.4 Year of study	1	2.5 Semester	2	2.6 Type of evaluation*	MT	2.7 Course status**	C

* MT-MID-TERM, O-ORAL EXAM, E-EXAM, M-MIXED; ** C-compulsory/O-optional/E-elective

3. Estimated time allocation (hours per semester and teaching activities)

3.1 Number of hours per week	4	out of which: 3.2 course	2	3.3 seminar / laboratory	2
3.4 Total number of hours per semester	56	out of which: 3.5 course	28	3.6 seminar / laboratory	28
Time allocation					h
Study based on course book, course materials, bibliography and other					35
Supplementary study in the library, on electronic platforms and on the field					28
Preparing seminars/laboratories, assignments, papers, portfolios and essays					35
Tutorship					4
Examination					6
Other activities					
3.7 Total hours of individual study					108
3.8 Total hours per semester					150
3.9 Number of credits					5

4. Prerequisites (if applicable)

4.1 Referring to curriculum	Business Information Systems
4.2 Referring to competences	Medium computer skills

5. Conditions (if applicable)

5.1 For the course	Not necessary
5.2 For the seminar / laboratory	Laboratory with desktop computers, MS Excel 365, MS Access 365



6. Specific competences accumulated

Professional competencies	<p>C2 – Assistance for administring the entire firm/organization (1,5 credits) C4 – Assistance for human resource management (0,5 credit) C5 – The use of specific databases for business administration (2 credits)</p>
Transversal competencies	<p>CT2 – Identifying roles and responsibilities within a multispecialized team and applying relational techniques and efficient work techniques within the team (0,5 credits) CT3 - Identifying the opportunities for continuous learning and efficient use of the learning resources and techniques for personal development (0,5 credit)</p>

7. Course objectives (based on specific competencies accumulated)

7.1 General objective	<p>Obtaining knowledge and abilities in working with big sets of data, in MS Excel 365 and MS Access 365 .</p>
7.2 Specific objectives	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> ▪ Understand and use the basic notions related to End User computing. ▪ Understand, identify and solve different problems in the field, using spreadsheet files and databases. ▪ Use different types of functions and adapt them in order to solve different organisational issues.

8. Content

8.1	Course	Teaching methods	Observations (time and bibliography)
1.	Basic concepts related to End user computing	Interactive course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentaton available on FEAA portal/library)
2.	Data and tranzactional/processing structures	Interactive course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentaton available on FEAA portal/library)
3.	Spreadsheet applications and their use in business administration – Microsoft Excel 365	Interactive course, heuristic conversation, problem solving method	10 hours (textbook and ppt presentaton available on FEAA portal/library)
4.	The relational model	Interactive course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentaton available on FEAA portal/library)
5.	The relational Database management Systems – Microsoft Access 365	Interactive course, heuristic conversation, problem solving method	10 hours (textbook and ppt presentaton available on FEAA portal/library)
6.	The use of Structures Query Languages for databases – SQL	Interactive course, heuristic conversation, problem solving method	2 hours (textbook and ppt presentaton available on portal FEAA)

Bibliography

Compulsory reading:

- MaryAnne Poatsy, et al., Exploring Microsoft Excel 2013, Comprehensive, Prentice Hall, 2014
- Amy S. Kinser, et al., Your Office: Microsoft Access 2013, Comprehensive, Prentice Hall, 2014



8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1-5	Microsoft Excel 365 practical problems and exercises.	Interactive teaching methods	10 hours (textbook and other documents available on portal FEAA)
6	Evaluation of students abilities in working with MS Excel 365	evaluation	2 hours
7-12	Microsoft Acces 365 practical problems and exercises. The use of SQL in solving business problems.	Interactive teaching methods	12 hours (textbook and other documents available on portal FEAA)
13	Evaluation of students abilities in working with MS Access 365 and SQL	evaluation	2 hours
14	Re-evaluation of students abilities in working with MS Access 365 and SQL/MS Excel 365	evaluation	2 hours
Bibliography Compulsory reading: <ul style="list-style-type: none"> MaryAnne Poatsy, et al., Exploring Microsoft Excel 2013, Comprehensive, Prentice Hall, 2014 Amy S. Kinser, et al., Your Office: Microsoft Access 2013, Comprehensive, Prentice Hall, 2014 Supplementary reading: <ul style="list-style-type: none"> Microsoft Office 2007 In Business Core, 2/E, by Joseph J. Manzo, Dee Piziak, Christine J. Rhoads 			

9. Bridging course content with the expectations of the community, professional associations and representative employers in the field of the program

On an annual basis, the course content is discussed with the representatives of the business environment, who hire or could hire graduates from this program, while students are required to provide feedback (on-line, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final evaluation).

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course	Theoretical knowledge	Three online midterms (TE1,TE2,TE3) Unannounced online tests during class	40% (15%,15%,10%) 10%
10.5 Seminar/ Laboratory	Practical abilities evaluation	Two online practical evaluations (PA1-MSEcel,PA2-MSAcces)	50%
10.6 Minimal performance standard			
Obtaining minimum grade of 5.00 (out of 10) for theoretical midterm (the weighten avg grade of the three midterm grades) and practical assesment (MS Excel evaluation minimum 5.00 and MS Access evaluation minimum 5.00).			
During the exams and practical assignments, the FEAA elearning platform will be used			

Course coordinator

Seminar coordinator

Date

20 sept 2022

Professor Vasile-Daniel Păvăloaia,
PhD., Hab.Professor Vasile-Daniel Păvăloaia,
PhD., Hab.
Codrin Esanu, PhD Stud

Date of approval in the departament

21 sept 2022

Head of departament

Professor Florin Dumitriu, PhD