



Facultatea
de
Științe
Economice

UNIVERSITATEA DIN ORADEA

FACULTATEA DE ȘTIINȚE ECONOMICE

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Name of programme (subject) – certification of PC use skills

1. **Programme category** – professional training
2. **Type of programme** – professional training, testing accredited by ECDL Romania
3. **Type of tuition** – face-to-face courses and tests using Windows operating system and Microsoft Office package
4. **Duration + total number of hours + number of credits (if any):** 6 months, 112 training hours, the duration is conditioned by the manner in which these hours are organized on weeks and days.
5. **Utility of programme – argumentation of the necessity of existence, introduction and promotion of such a programme:** it allows the international certification of the skills to use the personal computers
6. **Programme mission** – to improve the level of basic knowledge regarding the Information Technology, to ensure a high level of proficiency when using the personal computers and to introduce the use of computers in accordance with the standards recommended at the level of European Union.
7. **Target – group**– students.
8. **General objectives of the programme/ General competences**
 - to obtain an internationally recognized certificate
 - to open new opportunities in order to find a better job or a scholarship
 - to improve career promotion perspectives
 - to use the computer efficiently and productively
 - to acquire/improve the practical skills concerning the use of Windows operating system and the applications Microsoft Word (text editing), Microsoft Excel (spreadsheet), Microsoft Access (data bases), Microsoft PowerPoint (presentations), Microsoft Outlook (e-mail)
 - to improve the skills concerning Internet surfing in order to search more efficiently for the necessary information
 - to improve the skills concerning the use of electronic mail
- 10 **Curriculum** (stating the number of hours afferent to each type of activity: course, practical activity, assessment): theory 56 hours, practice 56 hours, assessment 7 hours c
- 11 **Programme coordinator**–Associate professor PhD Naiana Țarcă
- 12 **Finalization** (diplomas, certificates, affidavit etc.) –internationally recognised ECDL certificate
- 13 **Supplementary information:**

http://steconomice.uoradea.ro/centru_testare_ecdl_romania_uoradea_stiinte_economice.html