COURSE SYLLABUS

1. Information about the study program

1.1 University	Babeș-Bolyai University
1.2 Faculty	Faculty of History and Philosophy
1.3 Department	International Studies and Contemporary History
1.4 Field of study	Security Studies
1.5 Study cycle (BA/MA)	BA
1.6 Study program/Qualification	Security Studies

2. Information about the subject

2.1 Course title	Information Technologies applied to Social Sciences							
2.2 Course tutor								
2.3 Seminar tutor								
2.4 Year of study	1	2.5 Semester	1	2.6 Type of assessment	VP	2.7 Course status	Contents	
							Mandatory	DC

3. Total estimated time (teaching hours per semester)

3.1 Number of hours per week	2	of which: 3.2 course		3.3 seminar/laboratory	2
3.4 Total number of hours in the curriculum	28	of which: 3.5 course		3.6 seminar/laboratory	28
Time distribution					Hours
Study based on textbook/course manual/recommended reading/personal notes					31
Additional research in the library, by accessing scientific databases, or during field work					22
Preparation for seminars/laboratory classes, essays, portfolios and reports					22
Tutoring					
Assessment (examinations)					22
Other activities					
3.7 Total hours for individual study		97			
3.8 Total hours per semester		100			
3.9 Number of credits		3			

4. Prerequisites (if necessary)

4.1 Curriculum	Not the case
4.2 Skills	Not the case

5. Conditions (if necessary)

5.1. For delivering lectures	• -
5.2. For teaching seminars/laboratory classes	• -

6. Acquired specific competences

Professional competences	By the end of the course, students will have the following competencies: A. Research competencies: • the ability to select and organize the academic literature • the ability to create annotated bibliographies of the academic literature • the ability to write basic seminar presentations • the ability to write basic research papers: argumentative essay (five-paragraph essay) • to integrate technology in the learning and research process
Transversal competences	B. Technology competences • to edit documents in Microsoft Word • to make presentations in Prezi • to create and analyse tables and figures in MS Excel • to create mind maps in MindMup • to write research papers using Zotero • to create webpages and blogs using Wordpress

7. Course objectives (derived from the specific competences acquired)

7.1 General objective of course	• Introduction to technology in the social sciences is an introductory course that intends to familiarize first-year students with essential competencies and knowledge required for academic work. The goal of this course is to offer a set of academic skills that will enable students to apply the acquired knowledge to other first-year introductory courses, like Introduction to International Relations and Security Studies, Introduction to Security and Strategic Studies, but also other disciplines. All these courses complement each other. Information technologies have a role in familiarizing and connecting students' research to the development flow of the technological society.
7.2 Specific objectives	• During this course, you will be introduced to four key competencies: organizing your data, coding the information, presenting your research, and basic academic writing skills. In the framework of this course, you will learn about: the typology of academic sources, the difference between primary and secondary sources, the criteria for selecting the sources for documentation and research, creating annotated bibliographies, note-taking strategies, smart reading strategies of the academic literature, structure of an academic presentation; you will be also introduced to writing an argumentative essay and interpretation and summarization of press articles.

8. Contents

8.1 Lectures	Teaching methods	Remarks
-		

8.2 Seminars	Teaching methods	Remarks
Introduction and Organization	analysis	
Theoretical component: Topic: What are academic sources?	analysis	
How to organize your data?	analysis	
How to code your data? (1)	analysis	
How to code your data? (2)	analysis	
How to present your data?	analysis	
Introduction to writing.	analysis	
Introduction to writing: The essay plan	analysis	
Introduction to writing: the planning stage	analysis	
Introduction to writing: the planning plan	analysis	
The structure of the argumentative essay	analysis	
Introduction to writing: 2.0: Creating a blog (1)	analysis	

| Introduction to writing: 2.0: Creating a blog (2) | analysis | |
| Recap | analysis | |

Bibliography

• Guy Hart Davis, How to do everything with Microsoft Office Word 2007, McGraw Hill Companies, 2007.
• Tom Negrino, Creating a presentation in Microsoft Office Power Point 2007, Peachpit Press, 2007.
 • Bill Jelen, Charts and Graphs for Microsoft Office Excel 2007, Que Publishing, 2007.
• Jim McCarter, Jacqui Salerno Mabin, Microsoft Office Publisher for Dummies, Wiley Publishing, 2007.
 • Xavier Delengaigne, Booster votre efficacite avec FreeMind, Freeplane et Xmind, Eyrolles, 2010.

9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.

- The discipline was developed in accordance with the works in the field, published in the country and abroad;

- Some of the topics in the course include relevant issues that are the subject of concern of relevant institutions or international scientific conferences, including debates in international journals.

10. Assessment (examination)

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Lecture	•		
10.5 Seminar	• The overall grade for this course will be a weighted average of the four assignments submitted during the semester (70%) and final examination (30%).	vp	
10.6 Basic performance standard			
basic skills in using the programs studied • basic skills: writing an academic essay			
Organizational details, exceptional situation management: • -			

Date	Course tutor's signature	Seminar tutor's signature
Date of department endorsement	Head of department's signature	
Date of Dean's endorsement	Signature of the vice-Dean in charge	Faculty stamp