

Contest topics and bibliography for Associate Professor Ph.D Position 14

Disciplines: Office automation and e-Administration

Topic:

1. Basic concepts of information technology
2. Office applications: typology and features
3. Office programs: Word, Excel, PowerPoint
4. Application interoperability: circular letter
5. Cloud computing: documents, forms, and online surveys
6. Electronic Content Management Systems (CMS)
7. The information system of the organization
8. Multicriteria fuzzy decision-making methods, fuzzy set theory
9. Enterprise Resource Planning (ERP)
10. Modern trends in computerization of organizations

Bibliography:

Lambert, J., & Frye, C. (2018). Microsoft Office 2019 Step by Step. Microsoft Press.

Pocatilu P. & Vespan D. (coord), Professional Office, ASE Publishing House, 2009 [Pocatilu P. & Vespan D. (coord), Birotică Profesională, Editura ASE, 2009]

Radu, I., Ursăcescu, M., Vlădeanu, D., Cioc, M., & Burlacu, S. (2005). Computer science and management. A path to performance, University Publishing House, Bucharest. [Radu, I., Ursăcescu, M., Vlădeanu, D., Cioc, M., & Burlacu, S. (2005). Informatică și management. O cale spre performanță, Editura Universitară, București]

Wilson, K. (2014). Microsoft Office 365. In Using office 365 (pp. 1-14). Apress, Berkeley, CA.

Kegg, D., Guilmette, A., Mandich, L., & Fisher, E. (2017). Microsoft Office 365 Administration Inside Out (Includes Current Book Service). Microsoft Press.