

Contest topics

FOR EMPLOYMENT JOB COMPETITION – POSITION 7, PROFESSOR

DEPARTMENT OF MANAGEMENT INFORMATION SYSTEMS

Disciplines:

- Management information systems (AgroFood and Environmental Economics -LICENCE) – in Romanian language
- ERP Systems (Business Administration (in French language) - LICENCE) – in French language
- Office applications technology in management (Management- LICENCE) – in Romanian language

Contest topics:

1. Microsoft Excel spreadsheet processor: general presentation, range types, and address types
2. Predefined function categories: the use mathematical and statistical functions, the use of logical and information functions, the use of text-type and lookup functions, the use of date and time functions.
3. Data validation: restricting the data entries into spreadsheets cells
4. Managing Excel databases. Filtering Excel databases records. The use of the Database-functions in Excel
5. Advanced techniques of managing a Word document. Applying the mail merge feature in Microsoft Word to create the form-letters by using an Excel database. Applying Word heading styles to a document
6. Decision support instruments: Pivot table, Data table, Goal seek technique, Scenarios. Optimizing decisions: the Solver tool
7. Creating graphical representations in Microsoft Excel
8. Information systems - general concepts. ERP systems – basic concepts. Introduction to SAP
9. Data storage - data models/ databases/ Database management systems (DBMS). Data processing – elementary level, record level and file level
10. SAP system - objectives, architecture and functionalities. SAP Users and roles - general discussions.

11. SAP ERP in Sales and Distribution (SD) / SD Organizational Structure, SD Organizational Structure - SD Master Data
12. SD Processes in SAP
13. SAP ERP in Materials Management (MM) - MM Master Data
14. MM Processes in SAP

Bibliography

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- Dana Boldeanu, Cristina Geambașu, Mirela Gheorghe, Mirela Oancea, Catalin Tudor, Robert Aurelian Sova, Tehnologii office cu aplicabilitate în domeniul financiar-contabil: Microsoft Access, Microsoft Excel, Microsoft Word, Editura ASE, Bucuresti, 2012, România
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- June Jamrich Parsons, Dan Oja, Patrick Carey, Carol A. Desjardins, New perspectives Microsoft Office 365 and Excel 2016: comprehensive, Cengage Learning, Boston, 2017
- Florin Radu, Excel pentru economiști, Mustang, Bucuresti, 2018
- Marinela Vrincianu, Liana-Elena Anica-Popa, Ionut-Florin Anica-Popa, Iuliana Feleagă, Informatica de gestiune. Calcul tabelar și analiza datelor în Excel, ASE, Bucuresti, 2023
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- Schulz, O., Using SAP: an introduction for beginners and business users, SAP Press, 2017, Germania