**Course Syllabus**

 Academic year: **2020-2021**

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| Institution | University of Petroşani |
| Faculty | Sciences |
| Field of study | Finance |
| Level | Bachelor |
| Program of study | Finance and Banking |

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| Course | **Office Technologies** |
| Code | C.B.3.1.04 |
| Year of study (semester) |  III |
| Number of hours | 56 |
| Number of credits | 4 |
| Professor | Lecturer Eng. Ph.D. Emilia Corina CORBU |

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| **No.** | **Topic** |
|  | IoT – The Internet of things and the actual technologies |
|  | Web technologies in the smart offices |
|  | Word processors. |
|  | Excel and spreadsheets processors. The intelligent tables and charts. |
|  | PowerPoint and smart presentations |
|  | Data mining |
|  | Business intelligence |