**Course Syllabus**

Academic year: **2018-2019**

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| Institution | University of Petroşani |
| Faculty | Sciences |
| Field of study | Administrative sciences |
| Level | Bachelor |
| Program of study | Public administration |

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| Course | Informatics for public administration |
| Code | C.H.1.1.06 |
| Year of study (semester) | I (I) |
| Number of hours | 56 |
| Number of credits | 5 |
| Professor | Lecturer, Ph.D. Nitescu Anne-Marie |

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| **No.** | **Topic** |
|  | **The structure of the computer**. **Hardware component.** |
|  | **Numeration systems.** |
|  | **Internal representation of data**. |
|  | **The software component.** |
|  | **Application utility programs. Text editor** – **Microsoft Word and Microsoft Excel.** |
|  | **Algorithms. Fundamental algorithmic structures.** |