

## SYLLABUS

### 1. Program details

1.1 Higher education institution	West University of Timișoara
1.2 Faculty / Department	Psychology and Educational Sciences
1.3 Department	Psychology
1.4 Field of study	Psychology
1.5 Cycle of studies	Bachelor's Degree
1.6 Study program / Qualification	Psychology-Cognitive Science

### 2. Discipline details

2.1 Discipline name	<b>Professional and Research Practice I</b>						
2.2 Tenured teacher - course activities	-						
2.3 Tenured teacher – seminar / laboratory activities	Anca Lazăr, PhD candidate						
2.4 Study year:	2 <sup>nd</sup>	2.5 Semester:	1 <sup>st</sup>	2.6 Type of assessment:	Practical Examination	2.7 Discipline regime:	DO
2.5 Google Classroom code	<b>t3fevac3</b>						

### 3. Estimated total time (hours per semester) of teaching activities

3.1 Number of hours per week	2	Of which: 3.2 course	-	3.3 seminar/laboratory	2
3.4 Total hours from the curriculum	28	Of which: 3.5 course	-	3.6 seminar/laboratory	28
Time fund distribution:					hours
Study based on the textbook, course material, bibliography, and notes					5
Additional documentation in the library, on specialist electronic platforms / in the field					5
Preparing seminars/labs, homework, papers, portfolios, and essays					10
Examinations					2
Other activities					-
3.7 Total hours of individual study	<b>22</b>				
3.8 Total hours per semester	<b>50</b>				
3.9 Number of credits (ECTS)	<b>2</b>				

### 4. Prerequisites (where necessary)

4.1 for curriculum	Research Methods and Statistics I
4.2 for competencies	Basic computer skills (Office, web search)

### 5. Conditions (where necessary)

5.1 for conducting the course	-
-------------------------------	---

5.2 for conducting the seminar/laboratory	<p>Seminars will be held face to face in the laboratory; however, it is recommended that students have Office 365 pack installed on their personal computers/laptops to practice exercises.</p> <p>All communication, including announcements and sharing materials, will be done via the Google Classroom platform.</p>
---	--

#### 6. Discipline objectives - expected learning outcomes to which the discipline's study and promotion contributes

Knowledge	Students are to assimilate an adequate level of knowledge of MS Office (Word, Excel and PowerPoint) and to get familiar with APA formatting guidelines.
Skills	Upon completion of this class students should be comfortable formatting Word documents following specific guidelines and drafting Power Point presentations. They should be able to process and analyze data using Excel functionalities and formulae.
Responsibility and autonomy	Students should be able to work independently, or with minimal input in completing various tasks and exercises using MS Office. They should develop autonomy in selecting the appropriate functions or formulae to process and analyze data.

#### 7. Contents

7.0 Seminar / laboratory	Teaching methods	Observations
S1 – Introduction	Conversation, Presentation	Review syllabus Get familiar with MS Office
S2 – PowerPoint Basics	Presentation, Demo, Exercises	Basic features in PowerPoint required for presentations
S3 – Drafting Presentations	Presentation, Demo, Exercises	Best practices in preparing and delivering presentations. 2-minute elevator pitch activity – use AI to generate the main ideas as bullet points on a topic of your choosing
S4 – Word Basics	Presentation, Demo, Exercises	Word tabs and most used functionalities in drafting documents
S5 – Document Formatting	Presentation, Demo, Exercises	Best practices in formatting different documents.
S6 – APA Referencing	Presentation, Demo, Exercises	Review APA guidelines for article formatting and referencing
S7 – Mid-term evaluation	Assessment	Please see below section 9.
S8 – Excel Basics	Presentation, Demo, Exercises	Excel foundations - data input, cell references, view options
S9 – Data Management	Presentation, Demo, Exercises	Tools to manage, sort, filter, and outline data
S10 – Excel Functions part 1	Presentation, Demo, Exercises	Simple Functions: date, time, text, lookup, logical
S11 – Excel Functions part 2	Presentation, Demo, Exercises	Complex Functions: if scenarios, error functions, math & statistical functions.
S12 – Pivot Tables	Presentation, Demo, Exercises	Learn how to generate, use, and modify a pivot table
S13 – Table Formatting & Graphics	Presentation, Demo, Exercises	Cell formatting, conditional formatting, various charts and graphs (pie, bar, histogram)
S14 – Final Recap	Practical exercises, Q&A	Review Excel's most important features and try more complex data analysis exercises

### **References:**

APA Publication Manual 7<sup>th</sup> Edition.

Weverka, P. (2019). *Office 365 All-In-One*. For Dummies Publishing.

Alexander, M. (2018). *Excel 2019 - Bible*. Wiley Publishing.

Harvey, G. (2019). *Excel 2019 All-in-One*. For Dummies Publishing.

All resources will be available on Google Classroom.

### **8. Correlation of discipline contents with the expectations of the representatives of the epistemic community, professional associations and representative employers in the field related to the program**

The discipline is designed to meet the needs of all areas of specialization of the psychologist profession, primarily those involved in research practice, but also in related occupations such as those in education and organizational psychology.

### **9. Assessment**

Activity type	9.1 Assessment criteria	9.2 Assessment methods	9.3 Weight of final mark
9.4 Course	-	-	-
9.5 Seminar / laboratory	Mid-term exam	Practical examination of skills learned in the first half of the semester - document formatting in Word and PowerPoint presentations.	40%
	Final exam	Practical examination of skills learned in the second half of the semester - data processing in Excel.	60%
	Bonus (research participation)	Involvement as a participant in psychological research organized by the SocPers Lab	max 1 point to the final grade
9.6 Minimum performance standard			
<p>The performance standard to promote this class is to obtain minimum 5 (out of 10) in each of the two exams. Attendance of 70% is mandatory to pass this class. Working students or other special cases (approved by the dean's office) benefit from a reduction to 50% attendance, provided they hand in supplementary work.</p> <p>To partake in the final exam (1<sup>st</sup> session-A1), students must fulfill the attendance criteria and pass the mid-term exam (w7). Those who didn't take or pass it will take both mid-term and final exams in the 2<sup>nd</sup> session (B1).</p> <p>Students who do not meet the attendance criteria will have the opportunity to take the final exam only in the 2<sup>nd</sup> session (B1), provided they hand in supplementary work. If not, they will have to recontract the discipline.</p> <p>Students who wish to improve their grades will be re-examined in the 2<sup>nd</sup> session (B1) from all curricula (Word, Excel, and PowerPoint).</p> <p>Students who have 0 attendance or those who do not pass the exams in any of the two available sessions will have to recontract the discipline.</p>			

Date of completion  
15.09.2025

Tenure teacher  
Anca Lazăr, Ph.D. candidate

Date of approval in department

Head of Department  
Delia VÎRGĂ, Ph.D.  
Professor