

SYLLABUS

1. Program Information

1.1 Higher education institution	Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Automation and Computer Science
1.3 Department	Department of Automation
1.4 Field of study	Automation, Applied Informatics and Intelligent Systems
1.5 Cycle of studies	Bachelor
1.6 Study Programme/Qualification	Intelligent Automation Systems (dual, in English language)
1.7 Form of education	IF – full-time education
1.8 Course code	11.00

2. Course information

2.1 Course title	Business Documents and Collaboration Tools			
2.2 Course lecturer	Lecturer Eng. Iulia Adina ŢEFLAN, PhD, Iulia.Stefan@aut.utcluj.ro			
2.3 Seminar / Laboratory / Project Lecturer	MES Lead Engineer Giorgiana MICLEA (Emerson)			
2.4 Year of study	1	2.5 Semester	2	2.6 Type of assessment
2.7 Course status	Formative category (DF, DS, DC)			DF
	Optionality (DOB, DOP, DFac)			DOB

3. Total estimated time

3.1 Number of hours per week	4	of which:	HEI	Lecture	2	Seminar	0	Laboratory	0	Project	0
			CO		0		0		2		0
3.2 Number of hours per semester	56	of which:	HEI	Lecture	28	Seminar	0	Laboratory	0	Project	0
			CO		0		0		28		0
3.3 Distribution of time allocation (hours per semester) for:										HEI	CO
(a) Study based on textbook, course support, bibliography, and notes										8	8
(b) Additional documentation in library, specialized electronic platforms, and fieldwork										5	5
(c) Preparation of seminars/laboratories, assignments, papers, portfolios and essays										8	8
(d) Tutoring										0	0
(e) Examinations										1	1
(f) Other activities:										0	0
3.4 Total individual study hours (sum (3.3(a)... 3.3(f)))										22	22
3.5 Total hours per semester (3.2+3.4)										50	50
3.6 Number of credits per semester										2	2

(HEI = Higher Education Institution, CO = Company)

4. Prerequisites (where applicable)

4.1 Curriculum Prerequisites	None
4.2 Competency Prerequisites	Basic PC and keyboard usage, basic internet usage,

5. Conditions (where applicable)

5.1. Course Organization Conditions	Room with 30 chairs, projector, smart board, internet connection Office 356 account, MsTeams institutional students accounts Onsite at HEI
5.2. Seminar / Laboratory / Project organization conditions	CO designated place for practical activities, access to Atlassian Collaboration Tools and DocuSign University onsite

6. Specific Competencies Acquired

Professional Competencies	PC04, Conduct literature research PC06, Define technical requirements PC12, Gather technical information PC13, Interact professionally in research and professional environments PC18, Perform project management PC23, Synthesise information PC26, Use information technology tools
Transversal Competencies	TC02, Think analitically TC03, Demonstrate responsibility TC04, Work in teams

7. Learning outcomes

Knowledge	<ul style="list-style-type: none"> Proper document formatting (e.g., reports, proposals, memos) Consistent use of fonts, spacing, and headings Use of templates and style guides through dedicated software tools Creating reports usig designated software tools Creating efficient presentations using online and ofline tools (e.g. PowerPoint Canva, Visio, Excel) Using appropriate tone (formal, semi-formal, or informal) in writing Proficiency in word processing tools (e.g., Microsoft Word) Familiarity with collaboration platforms (e.g., SharePoint) Knowledge of document version control and accesability control Digital signature appropiate usage VR/AR platforms in collaboration context
Skills	<ul style="list-style-type: none"> Business documents primary understanding (functional specification, design specification, reports, proposals, memos) Understanding AI tools Analyzing information to make sound judgments.
Responsibility and autonomy	<ul style="list-style-type: none"> Using technology effectively and ethically. Using responsible problem solving skills. Using out of the box thinking approach.

8. Course Objectives

8.1 General objective of the course	The understanding and the appropriate usage of communication writing skills and digital tools for knowledge presentation and co-creation in business.
8.2 Specific objectives	<ul style="list-style-type: none"> Enable students to correctly identify and classify major types of business documents. Develop students' ability to design and structure professional documents using appropriate formatting, templates, style guides, headings, and multimedia integrations. Train students to create digital business documents using modern software tools such as Microsoft Word, Excel, SharePoint, Visio, and presentation platforms. Improve students' skills in managing document versions, access permissions, and collaborative editing using cloud-based platforms.

	<ul style="list-style-type: none"> • Prepare students to apply document automation concepts and template creation techniques within Microsoft Office and collaboration environments. • Ensure students understand legal, compliance, and security requirements involved in business documentation, including digital signatures and data privacy principles. • Develop effective professional communication skills (writing emails with varying degrees of formality and using appropriate tone in written correspondence) • Cultivate students' ability to collaborate in real-time and co-create documents through structured simulations of team-based work on shared reports. • Enable students to integrate AI tools into document creation and business collaboration workflows, enhancing productivity and decision-making. • Foster analytical thinking, responsible use of technology, and ethical problem-solving in business documentation contexts, including modern trends such as VR/AR collaboration.
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9. Contents

9.1 Lectures	No. of hours	Teaching methods	Obs.
Introduction to Business Documents and Collaboration Tools. General View	2	Interactive lectures, brainstorming, discovery learning, cooperative learning, reasoning, learning in pairs, debates, video / or online on Teams platform.	Depending on general health context, the lectures will take place online, on Teams platform.
Types of Business Documents	2		
Effective Document Design and Structure	4		
Document Automation and Templates	4		
Legal and Compliance Considerations in Documentation	2		
Managing Document Versions and Tracking Changes	2		
Introduction to Collaboration Tools	1		
Real-Time Document Collaboration	2		
Collaboration Tools for Project Management	1		
Data Security and Privacy	4		
Future Trends in Business Collaboration (VR/AR/Authoring tools)	2		
AI tool usage for business documents and collaboration	2		

Bibliography:

- The Harvard Business School Publishing, Guide to Better Business Writing, 2005, <https://bpb-us-e1.wpmucdn.com/sites.psu.edu/dist/d/7249/files/2015/08/HBS-Guide-to-Better-Business-Writing-2005.pdf>, last visited 20.05.2025
- Microsoft Learn – Word, Excel, SharePoint, Teams: <https://learn.microsoft.com>, last visited: 11.11.2025
- Atlassian Collaboration Tools (Confluence, Jira), <https://www.atlassian.com>, last visited: 11.11.2025
- DocuSign University – <https://learn.docusign.com>, last visited: 11.11.2025
- SAS-BOCA, Monica, Utilizarea aplicațiilor informatică în inginerie : teorie și aplicații , 2016, Cluj-Napoca, Napoca Star, <https://shorturl.at/pA2Wu> (within TUCN Library)
- Rajmond Jánó, Adelina Ioana Ilieș (2024), Applied informatics, UT.Press, <https://shorturl.at/soNWJ> (within TUCN Library)
- Stephen E. Lucas; trad. de Miruna Andriescu, Arta de a vorbi în public (2023), Iași: Polirom, <https://shorturl.at/LYpHj> (within TUCN library)

9.2 Seminar / laboratory / project	Hours HEI	Hours CO	Teaching methods	Obs.
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Drafting and analyzing emails with varying degrees of formality	0	4	Interactive lectures, brainstorming, discovery learning, cooperative learning, reasoning, learning in pairs, debates, video exemplification	In case of force majeure, the application classes will be held online on the Teams platform
Working in Word: creating templates, Word sections, Excel integration, headings, captions, fields	0	8		
Simulation: team collaboration on a shared report	0	6		
Creating a report document that includes an Excel table export from SharePoint, creating charts, adding Visio diagrams, and structuring the Word document	0	6		
Permission management	0	2		
Creating documents and digital signature usage tools exemplification	0	2		

Bibliography:

- Microsoft Learn – Word, Excel, SharePoint, Teams: <https://learn.microsoft.com>, last visited: 11.11.2025
- Atlassian Collaboration Tools (Confluence, Jira), <https://www.atlassian.com>, last visited: 11.11.2025
- DocuSign University – <https://learn.docusign.com>, last visited: 11.11.2025

10. Correlation of course content with the expectations of the epistemic community representatives, professional associations, and major employers in the field related to the program

The graduated attendees should be able to understand and create business documents and include in daily work easily software tools for collaboration, presentation, professional writing.

11. Evaluation

Activity Type	Evaluation criteria	Evaluation methods	Weight in final grade
11.1 Lecture	Assessment of knowledge through a test based on the knowledge gained following participation in the course	Written exam / online exam using Teams	50%
11.2 Seminar/ Laboratory/Project	Examination of the skills and knowledge acquired through the participation in the laboratory. Projects or homeworks presentation	Practical presentation or online presentation using Teams	50%
11.3 Minimum Performance Standard			
Grade for lecture based knowledge verification >=5, Grade for laboratory specific knowledge verification >=5.			

Date of completion: 11.10.2025	Lecturers		Signature
	Course	Lecturer Eng. Iulia Adina ŢEFLAN, PhD	
	Applications		

Date of approval by the Department of Automation Council <hr/> 24.11.2025	Director of the Department of Automation Prof.dr.ing. Honoriu VĂLEAN
Date of approval by the Faculty of Automation and Computer Science Council <hr/> 28.11.2025	Dean Prof.dr.ing. Vlad MUREŞAN