THE AUTOMATION OF SOME OF THE PROCESSES FROM THE MANAGEMENT OF A DIDACTIC DEPARTMENT

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One of the important characteristics of modernization is the tendency to increase the efficiency of processes by involving information technologies. Many fields have processes that are carried out based on established and often repetitive algorithms. The field of didactic activities is not an exception to this observation. An important link in the didactic processes at the level of educational institutions is the department (chair). Many processes are cyclical, being directly determined by the notion year of studies. During the academic year, there are several actions that happen repetitively, used for organizing the didactic process. An important aspect of the activity consists of the recording and management of different types of resources: teachers, subjects, classes. As a rule, in the activity process, some aspects are standardized, fact expressed through a series of extensive reports, required at different stages of the teaching year. At the Department level, in addition to compiling many non-standard reports, there are a series of standardized documents that are generated each academic year:

1. Record of the department's teaching activity;
2. State of functions and teaching staff;
3. Teaching staff;
4. Reporting on the accomplishment of the didactic task (two reports, one after the first semester and the 2nd one at the end of the year).

It would be much better if these reports were generated automatically, but such a process would require an Artificial Intelligence system, that would include the option of changing the knowledge data base aligned on the specific circumstances of a certain year of studies. However, a reduction in the time of preparing the reports can be obtained by using information technologies. The suggested approach is based on the possibilities offered by Microsoft Office. The possibilities offered by Microsoft Excel are well known and it is clear that attempts to speed up the report generation process are based on the use of functions and formulas in Excel. Although it is a considerable step, there must be one more extremely powerful component involved in this process, and that is the possibility to program on multiple levels of many applications that are part of Microsoft Office. At the programming level in Microsoft Office, the adapted language that is used is VBA (Visual Basic for Applications). Therefore, the

use of the programming mechanism takes the problem of generating reports to a whole new level.