

Tárgytematika / Course Description

Introduction to the use of computers

GKNB_MSTA007

Tárgyfelelős neve /

Teacher's name: dr. Kallós Gábor

Félév / Semester: 2018/19/1

Beszámolási forma /

Assesment: Vizsga

Tárgy heti óraszám /

Teaching hours(week): 0/2/0

Tárgy féléves óraszám /

Teaching hours(sem.): 0/0/0

OKTATÁS CÉLJA / AIM OF THE COURSE

The objective of the course is to broaden and deepen the basic knowledge of the practical use of IT tools; and the basic presentation of spreadsheet manipulating, in particular business and economic relations.

TANTÁRGY TARTALMA / DESCRIPTION

1.	Von Neumann architecture (concept), basics, data storage, encoding.
2.	Operating systems, organizing files and folders, file and folder operations, file manager programs, zip (pack) and unzip (unpack) files.
3.	Computer networks and security issues, Internet and WWW.
4.	Google applications, SZE specific search engines, databases.
5.	Presentation making, basic concepts. Using PowerPoint, parts of the slides, presentation process, special effects.
6.	Basics and requirements of spreadsheet management. Manipulating ranges, workbooks and sheets. Enter and edit data. Data types, operations and formulas.
7.	Worksheet functions 1: Mathematical and statistical functions.
8.	Worksheet functions 2: Logical and text functions. Import files.
9.	Worksheet functions 3: Manipulating dates and times. Charts and formatting.
10.	Worksheet functions 4: Lookup functions. Connecting tables, cell and data protection, data validation.
11.	Database tables 1: Sorting, filtering (basic and advanced).
12.	Database tables 2: Database functions, pivot tables.
13-14.	Solving advanced economic tasks.

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESSMENT'S METHOD

1. Lessons (computer labs) are compulsory. Being absent is only allowed up to 3 occasions, in case of more absences the course ends with the refusal of the (final) signature.
2. During the computer labs, students write short electronic tests, whose tasks come predominantly from the topic of the preceding lesson. Each test has a 10-point maximum score.
3. For the evaluation, the sum of the 10 most successful short test scores, the B-sum is based on. An unwritten test has

0 point value. If the B-sum reaches 40 points (i.e. 40% of the total score amount), the student gets the signature, otherwise the subject assessment is "Signature denied".

4. Supplementary or improvement short tests are only allowed for students with max. 3 lab absents (see section 1 above). They can rewrite (or make up for) max. 3 arbitrary short tests during the last week. The original small test scores are replaced with the new ones. So, a new B-sum will be generated, and the basis for the evaluation will be the new B-sum. The supplementary or improvement process cannot be repeated.

5. The semester (final) grade is calculated using the B-sum, too.

The grade is based on the scores achieved as follows.

0-39: signature denied,

40-49: insufficient,

50-63: sufficient, 64-77: medium, 78-91: good, 92-100: excellent.

6. Students with signature, who received insufficient semester grade can improve their result in the exam-period. The grades available on the exam are as described above (see section 5), except that the signature cannot be lost.

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Educational materials on the course web page (www.sze.hu/~kallos, Oktatás-Teaching).

Excel 2010 Bible (John Walkenbach).

Google books: An introduction to Information Processing (Harvey and Barbara Deitel).