

Tárgytematika / Course Description

Introduction to the use of computers

GKNB_MSTA007

Tárgyfelelős neve /

Teacher's name: dr. Kallós Gábor

Félév / Semester: 2020/21/1

Beszámolási forma /

Assesment: Folyamatos számonkérés

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

SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'S METHOD

1. From the course a semester grade (mid-term grade) or an exam grade can be achieved. The method of obtaining a

semester grade can be found in points 2, 3, 4 and 5. We write about getting an exam grade in point 6.

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.

4. Supplementary or improvement short tests are only allowed for students who obtain the semester (mid-term) grade. 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 (mid-term) grade is calculated using the B-sum. The grade is based on the scores achieved as follows.

0-49: insufficient,

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

In the case of a semester (mid-term) grade, an insufficient result will not be registered.

6. Students who do not obtain a valid semester grade, may take a combined exam during the exam period. The grades available at the exam are as described above (see point 5). At the exam, insufficient grades will also be entered.

7. The signature will only be given to students who finally obtain a valid semester grade or exam grade.

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Educational materials on the course Moodle (SzeLearning) page.

Excel 2010 Bible (John Walkenbach).

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