

Tárgytematika / Course Description

Introduction to the use of computers

GKNB_MSTA007**Tárgyfelelős neve /****Teacher's name:** dr. Kallós Gábor**Félév / Semester:** 2025/26/1**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, as well as to provide a fundamental introduction to spreadsheet manipulation, particularly in the context of 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.
- 3-4. Operating systems, organizing files and folders, file and folder operations, file manager programs, zip (pack) and unzip (unpack) files.
5. Computer networks and security issues, Internet and WWW.
6. Google applications, SZE-specific search engines, databases.
7. Presentation making, basic concepts. Using PowerPoint, parts of the slides, the presentation process, and special effects.
8. Basics and requirements of spreadsheet management. Manipulating ranges, workbooks, and sheets. Enter and edit data. Data types, operations, and formulas.
9. Worksheet functions 1: Mathematical and statistical functions.
10. Worksheet functions 2: Logical and text functions. Import files.

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| 11. | Worksheet functions 3: Manipulating dates and times. Charts and formatting. |
| 12. | Worksheet functions 4: Lookup functions. Connecting tables, cell- and data protection, data validation. |
| 13. | Summary. |
| 14. | Supplementary and improvement process. |
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SZÁMONKÉRÉSI ÉS ÉRTÉKELÉSI RENDSZERE / ASSESMENT'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 a maximum of 3 lab absences (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 a signature who received an 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.
7.
The valid semester grade obtained (at least grade two) can be improved by +1 grade by anyone. For this, Hungarian students can request a translation task, and foreign students can give a small presentation, presenting their home country and the education/application of IT at home.

+ Supplement to the requirements of the subject "Introduction to the use of Computers" due to the mandatory attendance control introduced in foundation subjects, and the many late students.

1.
If someone is already here at the beginning of the semester, the basic condition applies to them (a maximum of 3 absences is allowed).
2.
If someone arrives with a slight or moderate delay (e.g., in the 4th week of education), then the condition applies to him/her from the moment of arrival, i.e., from that time, a maximum of 3 absences are allowed. The delay must be confirmed with an official document (airline ticket, dormitory check-in document, student status certificate, etc.).
They can write the previously missed weekly small tests at a suitable (separately, extra-organized) time; we can

also provide teacher assistance in preparation.

The criteria for obtaining a signature and a grade (replacement/correction) are the same as for other students.

3.

Suppose someone arrives with a long delay (e.g., in the 9th or 10th week of education). In that case, the missed material cannot realistically be made up for in this semester, so that they can learn the additional new material and be successful.

4.

Therefore, attendance at classes is mandatory for EVERYONE from October 26 (end of the 7th week of education).

From now on, only a maximum of 2 absences are allowed.

Exceeding the permitted number of absences will result in refusal to sign.

Additionally, all students with a completely blank SzeCat entry will receive a signature denial on Oct. 31st.

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Educational materials on the course Moodle (SzeLearning) page.

Excel 2019 Bible (John Walkenbach).

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

AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL