

## Tárgytematika / Course Description

### Business IT tools

GKNB\_MSTA009

**Tárgyfelelős neve /**

**Teacher's name:** dr. Kallós Gábor

**Félév / Semester:** 2019/20/2

**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 main purpose of the course is to equip students with the ability to design business and office solution models and computer-aided solution. This applies not only to the core material provided during the lessons, but can also be transferred to novel practical problems by developing the mindset.

---

### TANTÁRGY TARTALMA / DESCRIPTION

Economic calculations (Excel):

Function representation and analysis.

Solving economic problems using array functions (matrices, vectors). Solving equation systems.

Using the Solver add-in for production and optimization Tasks.

Text and publication editing:

Requirements and operations. Input, correction, spelling of raw text.

Formatting levels, elements of the documents.

Typography: Basics, components, rules.

Database management (Access, SQL):

Database design, basic concepts, relational data model, table design, data types, keys, indices, integrity criteria.

Queries.

---

### 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.

Excel Bible (Google books)

Relevant internet links, e.g.

<https://www.fonts.com/content/learning/fontology>