Tárgytematika / Course Description

Business IT tools

GKNB_MSTA009

Tárgyfelelős neve /
Teacher's name: dr. Kallós Gábor

Félév / Semester: 2021/22/2

Beszámolási forma /
Assesment: Folyamatos számonkérés

Tárgy heti óraszáma /
Teaching hours(week): 0/2/0

Tárgy féléves óraszáma /
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 / ASSESMENT'S METHOD

(0. The description is planned for face-to-face education.)

1. Lessons (computer labs) are compulsory. Being absent is only allowed up to 3 occasions, in case of more absenses 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 n-1 most successful short test scores (total number: n), the B-sum is based on (the lowest score is dropped). An unwritten test has 0 point value.

4. Supplementary or improvement process: Students can rewrite max. 3 arbitrary short tests during the first week of the exam period. 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.
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.

6. Students, 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).

KÖTELEZŐ IRODALOM / OBLIGATORY MATERIAL

Educational materials on the course Moodle-SzeLearning page.

Excel Bible (Google books)

Relevant internet links, e.g.
https://www.fonts.com/content/learning/fontology