

Tárgytematika / Course Description

Business IT tools

GKNB_MSTA009**Tárgyfelelős neve /****Teacher's name:** dr. Kallós Gábor**Félév / Semester:** 2024/25/2**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, and spelling of raw text.

Formatting levels, and elements of the documents.

Typography: Basics, components, rules.

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 $n-1$ 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 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 grades can improve their results 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>

AJÁNLOTT IRODALOM / RECOMMENDED MATERIAL