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| 1. Course title: Informatics | | | | | |
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| 2. Code: | | 3. Type (lecture, practice etc.): practice | | | |
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| 4. Contact hours: 2 hoursper week | | 5. Number of credits (ECTS): 2 | | | |
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| 6. Preliminary conditions (max. 3): | | | | | |
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| 7. Announced:fall semester, spring semester, both | | | | | |
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| 8. Limit for participants: 150 | | | | | |
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| 10. Responsible teacher (faculty, institute and department):  József Lackó | | | | | |
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| 11. Teacher(s) and percentage: | | József Lackó | | 100 % | |
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| 12. Language:English | | | | | |
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| 13. Course objectives and/or learning outcomes:  Acquisition of basic IT knowledge essential for university studies and coaching, dissemination of IT culture and the transfer of practical skills required for the use of computer tools. Beginning with high school students, learn the basics of IT and computer management: dissertation, topic presentation, internet search. | | | | | |
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| 14. Course outline  1-2. Hour: Text editing  Word workspace, Word file operations  Enter, select, delete, copy, move text  Character formatting, paragraph formatting, pagination  page Setup  Pictures in the document, shapes, drawing  Text boxes, WordArt  charts  circular  Thesis writing skills: margins, sorts, editing headlines, creation of table of contents (updating)  3-5. Hour: Table handling  Excel work environment, file operations  data entry  Formatting content, border and pattern  Serial and column operations, copy and paste  Handling worksheets  Paste Images  charts  Head and foot  Formats, functions (eg TOTAL, AVERAGE, MINIMUM, MAXIMUM, HA, AND, OR, SUMA, DARAB, DARABEL, etc.)  Individual solution for complex tasks, statistical basics, interpretation  6th semester: seminar paper  7-8. Hour: PowerPoint Presentation  PowerPoint workspace, file operations  Actions with students  Text, String Formatting, Paragraph Formatting  Enumeration, making columns  Formatting Dia's background  Pictures in the show  Tables, Charts, Other Objects  Animation  Slideshow  page Setup  Printing  (Based on preliminary knowledge: basics of using Prezi.)  9-11. Hour: Internet  Operation of the Internet, operation of the web.  Using browsers and browsers  Protected websites  Mozilla Firefox (or other browsers)  Search the Internet  Save web pages  Electronic correspondence  netiquette  Use of the RTD network  Basics of scientific research: contact details, domestic and international search engines (MATARKA, ScienceDirect, PubMed, Google Scholar, etc.), plagiarism questions, links.  12 hours: exam in the field | | | | | |
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| 15. Mid-semester works  Week 6: Examination (Word + Excel)  Week 12: Test for a closed exam (Internet search)  Up to week 12: sending a homework (PPT) | | | | | |
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| 16. Course requirements and grading  1. During the semester, you must prove your skills in the curriculum 2 times during a semester. (Content: material presented during the semester, the paper is acceptable at 60%.)  2. Submit 1 homework assignment. (PPT preparation based on a previously described structure, from an optional subject.)  3. Min. 70% visit.  Formation of a half-year ticket: the average of 2 interviews and the homework.  Grades: 0–50% fail, 51–65% acceptable, 66–75% average, 76–90% good, 91–100% excellent | | | | | |
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| 17. List of readings  Scott Basham (2016): Word 2016. **ISBN:** 978-1-84078-652-1  Michale Price, Mike McGrath (2016): Excel 2016. **ISBN:**  978-1-84078-651-4  Michale Price, Mike McGrath (2016): Office 2016. **ISBN:**  978-1-84078-650-7 | | | | | |
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| 18. Recommended texts, further readings  Gary B. Shelly, Misty E. Vermat: Microsoft Office 2010: Advanced. ISBN-13: 978-1439078549  ISBN-10: 1439078548  Gary B. Shelly, Misty E. Vermat: Microsoft Office 2010: Introductory. ISBN-13: 978-1439078389  ISBN-10: 1439078386 | | | | | |
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| **Date** | 10 May, 2017 | **Prepared by** |  | | |
| József Laczkó  responsible teacher | | |
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| **Endorsed by** | | | Dr. Váczi Márk | | |
| program supervisor | | |