

IT SKILLS INTENSIVE

2017-18 scholar year, 1st semester

Course codes: TTIF_COMP1-IT, TTIF_COMP1-Management

Courses: 0+0+4 hours in CS laboratory

COURSE OUTLINE

This course involves a basic introduction to using computers, and several services and systems of Microsoft Windows and the Internet that students have to use during education and for gathering, saving and distributing information effectively. Emphases are on development of basic skills on handling files and folders on local computers, on word processing, creating presentations and spreadsheets. Students learn about automatism in word processors such as automatic numbering of figures and headings or generating tables of contents and lists of figures. One of the aims of the course is to develop theoretical and practical skills on creating presentations and using spreadsheets.

SYLLABUS OF THE COURSE

- Week 1: a) Introduction
b) Files, folders – copy, move, rename, etc.; Sending e-mails with attachments
- Week 2: a) Basics of PowerPoint: Creating presentations, slides, content,
b) Picture manipulation – Move, Resize, Crop, Rotate, Reflect, Recolor, Corrections
- Week 3: a) Presentation design – Templates, Color schemes, Slide layouts, Backgrounds
b) Creating a presentation – Texts and illustrations for a presentation
- Week 4: a) PowerPoint Animations and transitions
b) PowerPoint, practice
- Week 5: a) Test on PowerPoint
b) Creating an MS Word document
- Week 6: a) Basics of word processing; Letters, special characters
b) Paragraph formatting, paragraph styles, headings, table of contents
- Week 7: a) Inserting Pictures; Tables; Numbering
b) Word, practice
- Week 8: a) Formatting a complex Word documents with many elements
b) Word, practice: Formatting and writing a thesis
- Week 9: a) Word, practice
b) Test on MS Word
- Week 10: a) Excel basics: cells, mouse pointers, select, copy, move, entering data, data types, format cells
b) Simple formulas; basic functions: SUM, AVG, MIN, MAX, COUNT; diagrams
- Week 11: a) Absolute and relative references
b) Excel functions: COUNTA, COUNTIF, COUNTBLANK
- Week 12: a) Conditional Excel functions: SUMIF, AVERAGEIF, IF
b) Excel, practice
- Week 13: a) Managing data, Sort, Filters
b) Test on Excel
- Week 14: Closing

REQUIREMENTS OF THE COURSE SEMESTER

Attendance is required and students are only permitted three unexplained absences over the complete course.

Students have to write three tests during the semester:

- 1st Test on PowerPoint
- 2nd Test on Word
- 3rd Test on Excel

Students get the results of the test in percent: each test has to be minimum 50%. If a student fails to fulfill the in-term requirements of a course, the entry "Not completed" will be entered in his/her credit book.

GRADING PLAN

Tests:

- 1st test: 20 scores
- 2nd test: 30 scores
- 3rd test: 40 scores

Grades:

- 0–49.9% – 1 (fail)
- 50–62.9% – 2 (pass)
- 63–77.9% – 3 (satisfactory)
- 78–89.9% – 4 (good)
- 90–100% – 5 (excellent)

POLICY

Please see the study and examination regulations for further information at <http://englishstudies.sci.unideb.hu/images/documents/Rulesandregulations.pdf>

SELECTED BIBLIOGRAPHY

PowerPoint

- [1] Bujdosó, Gy.: Basics of Microsoft Office, https://arato.inf.unideb.hu/bujdosog.yongyi/kurzusok/iten_int_full/Office_basics_by_bujdosog.yongyi_130131.pdf
- [2] PowerPoint: help and how-to, <http://office.microsoft.com/en-us/powerpoint-help/powerpoint-help-and-how-to-FX101816832.aspx?CTT=97#>
- [3] PowerPoint 2007 - Beyond the Basics, http://presentationsoft.about.com/od/powerpoint202/PowerPoint_2007_Beyond_the_Basics.htm

MS Word

- [4] Bujdosó, Gy.: Basics of Microsoft Office, https://arato.inf.unideb.hu/bujdosog.yongyi/kurzusok/iten_int_full/Office_basics_by_bujdosog.yongyi_130131.pdf
- [5] MS Word Topics, Tech on the Net, <http://www.techonthenet.com/word/index.php>
- [6] Advanced Microsoft Word Features, <http://www.wpi.edu/Academics/ATC/Collaboratory/HowTo/Word/>
- [7] Microsoft Word Tutorials, Tips, and Advice, http://wordprocessing.about.com/od/wordprocessing-software/Microsoft_Word_Tutorials_Tips_and_Advice.htm

MS Excel

- [8] Bujdosó, Gy.: Basics of Microsoft Office, https://arato.inf.unideb.hu/bujdosog.yongyi/kurzusok/iten_int_full/Office_basics_by_bujdosog.yongyi_130131.pdf
- [9] Excel Functions, <http://www.excelfunctions.net>
- [10] MS Excel Topics, Tech on the Net, <http://www.techonthenet.com/excel/index.php>.
- [11] Excel Financial Functions, Excel Functions & Formulas, <http://www.excel-examples.com/microsoft-excel-financial-functions.htm>
- [12] Excel Function Reference, <http://office.microsoft.com/en-us/excel-help/CH006252819.aspx?CTT=97>

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MORE INFORMATION

For more information and for the course materials visit the web page of the course:

https://arato.inf.unideb.hu/bujdosog.yongyi/kurzusok/iten_int_full/.