

SUBJECT: Information Technology (laboratory part)

HOURS: 30

Name/title of the author:	
Course Description:	The course includes basic theoretical fundamentals of computer science, work with operating systems, and (mainly) practical (business) application of utility software: text editors, electronic spreadsheets, presentation software and internet services. The main emphasis is placed on practical modules: students work using computers in the laboratory and they are expected to make exercises and solve problems according to given instructions. Difficult exercises are completed with explanation based on the multimedia projector.
Learning Outcomes (Goals and Objectives of the course):	Acquaintance with basic theoretical knowledge of computer science and practical fluent use of utility software for professional text editing, spreadsheet application in business, making presentations and utilization of basic internet services.
Entrance qualifications:	Basic knowledge concerning computer hardware and operating system Windows.
Course Content:	<ul style="list-style-type: none">– Operating systems, acquaintance with system Windows and its basic functions;– Fundamentals of Linux, network (Internet) services and their utilization (SSH, FTP, SCP, e-mail, Web browsing, etc.),– Use of text editor, application of its particular functions (text formatting, graphics embedding, tables, equations, graphical objects, headers, footers, footnotes, styles, etc), important aspects of professional text editing– Electronic spreadsheet and its capabilities. Acquaintance with useful operations available in this tool (contents of cells, formulas, functions, cell formatting, charts, selected methods of data analysis, simple databases, etc). Selected examples of spreadsheet application in business.– Making visual business presentations with special software.
Assessment policy (examination):	Two tests are performed during the course. Student is required to pass both tests. The final grade is mainly based on both test grades, but it can be modified on the basis of student's presence and activity. Detailed rules available in a separate document.
Course materials:	<ul style="list-style-type: none">– Own materials prepared for each lecture (available on the special e-course)– selected Web sites
Methods of Instruction:	Work in the computer laboratory. Theoretical materials and instructions – available on special e-platform "Moodle" and/or given with use of multimedia projector. The main parts of classes constitute specially prepared practical exercises performed by students with possible help of lecturer.
Notes / suggestions:	Each student works individually on one computer. Utilised software (English versions): Windows, selected web browser, LibreOffice (latest version) or Microsoft Office, selected Web applications (Putty, WinSCP, etc.)