

Course: INFORMATICS	Course type: Seminar	Credits: 1	Course ID: KTAK102
Course responsible: Dr. Kun István	Programme type: full time	Hours/Semester 30	Assessment: Mid- and after-semester checking
Syllabus: Basic information technological concepts and skills necessitated by further subjects. Elements of hardware. Functions and application of operating systems. Electronic communication. Using the Internet. Preparation of electronic documents. Text processing. Spreadsheet computing. Making presentations.			
Competencies to be improved: 3, 16, 19, 23, 24, 32.			
Compulsory and suggested literature :] <p>David A. Patterson, John L. Hennessey: Computer Organization and Design: The Hardware/Software Interface. Risc-V Edition. Elsevier, Cambridge, 2018. http://home.ustc.edu.cn/~louwenqi/reference_books_tools/Computer%20Organization%20and%20Design%20RISC-V%20edition.pdf</p> <p>Peer L. Dordal: An Introduction to Computer Networks. Loyola University, Chicago, 2019. http://intronetworks.cs.luc.edu/current/ComputerNetworks.pdf</p> <p>Joan Lambert Steve Lambert: Windows 10 Step by Step. Microsoft Press, Redmond, 2015. https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf</p> <p>Joyce Cox, Joan Preppernau: MS Office Word 2007 Step by Step. Microsoft Press, Redmond, 2007. https://ptgmedia.pearsoncmg.com/images/9780735623026/samplepages/9780735623026.pdf</p> <p>Aaron Asadi: Windows 10 for Beginners. Imagine Publishing Ltd, Bournemouth, 2015. https://www.pcplace.com.au/wp-content/uploads/2016/11/Windows10forBeginners.pdf</p> <p>Curtis D. Fry: MS Office Excel 2007 Step by Step. Microsoft Press, Redmond, 2007. https://ptgmedia.pearsoncmg.com/images/9780735623040/samplepages/9780735623040.pdf</p> <p>Joyce Cox, Joan Preppernau: MS Office Powerpoint 2007 Step by Step. Microsoft Press, Redmond, 2007. https://ptgmedia.pearsoncmg.com/images/9780735623019/samplepages/9780735623019.pdf</p> <p>Winndows XP Student Edition Complete. University of Salford, CustomGuide, Minneapolis, 2004. http://www.salford.ac.uk/library/help/workbooks/winxp.pdf</p>			
Course content: Basic components of computer hardware. Internet search. File management. MS Windows XP and 10. Android. MS Word. MS Excel. MS Powerpoint. Electronic communication tools: e-mail, Facebook, Instagram.			
Course requirements: Understanding basic concepts and mastering general user level skills in gathering vocational information on the Internet as well as preparing professional documents.			
Kurzus hirdetője: WJLF ENVIRONMENTAL SCIENCE	Félév: 2019_2020_1	Oktató: Dr. Kun István lecturer	

2019.augusztus
Dr. Kun István