JOHN WESLEY THEOLOGICAL COLLEGE
COURSE TEMATICS

Course: Informatics	Course type: Lecture+Practical course	Credits: 1	Course ID: KTAK102a
Course responsible:	**Programme type:** full time	**Hours/Week** 3	**Assessment:** exam

Course objectives:

Acquiring basic knowledge of Information Technology about Hardware, Operating Systems, Text Processing, Spreadsheet Computing, Presentation Making

Competencies to be improved:

Knowledge: T1, T6
Ability: K4, K5
Attitude: A3, A4, A6
Autonomy and responsibility: F1, F4

Compalsory literature:

Presentations
Relevant parts of the following textbooks:
Joan Lambert Steve Lambert: Windows 10 Step by Step. Microsoft Press, Redmond, 2015.
https://ptgmedia.pearsoncmg1.com/images/9780735697959/samplepages/9780735697959.pdf
Joyce Cox, Joan Preppernau: MS Office Word 2007 Step by Step. Microsoft Press, Redmond, 2007.
https://ptgmedia.pearsoncmg.com/images/9780735623026/samplepages/9780735623026.pdf
Curtis D. Fry: MS Office Excel 2007 Step by Step. Microsoft Press, Redmond, 2007.
https://ptgmedia.pearsoncmg.com/images/9780735623040/samplepages/9780735623040.pdf
Joyce Cox, Joan Preppernau: MS Office Powerpoint 2007 Step by Step. Microsoft Press, Redmond, 2007.
https://ptgmedia.pearsoncmg.com/images/9780735623019/samplepages/9780735623019.pdf

Recommended literature:

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
Peer L. Dordal: An Introduction to Computer Networks. Loyola University, Chicago, 2019.
http://intronetworks.cs.luc.edu/current/ComputerNetworks.pdf

Course content:

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.

Course requirements:
Attendance at classses, keeping up with the course progress, submitting the expected homeworks

Grading scale:

>90 %: excellent, 81-90 %: good, 66-80 %:satisfactory, 51-65 %:pass

Course Programme:	Semester:	Lecturers:
WJLF ENVIRONMENTAL SCIENCE	2022_2023_1	Dr. István Kun