

Course description

Course abbreviation:	KI/PPO	Page:	1 / 3
Course name:	IT Basics		
Academic Year:	2012/2013	Printed:	19.04.2024 01:39

Department/Unit /	KI / PPO			Academic Year	2012/2013
Title	IT Basics			Type of completion	Pre-Exam Credit
Accredited/Credits	Yes, 2 Cred.			Type of completion	Combined
Number of hours	Seminář 2 [HOD/TYD]				
Occ/max	Status A	Status B	Status C	Course credit prior to	NO
Summer semester	0 / -	0 / -	0 / -	Counted into average	NO
Winter semester	130 / -	0 / -	0 / 0	Min. (B+C) students	not determined
Timetable	Yes			Repeated registration	NO
Language of instruction	Czech, English			Semester taught	Winter, Summer
Optional course	Yes			Internship duration	0
Evaluation scale	S N				
No. of hours of on-premise					
Auto acc. of credit	No				
Periodicity	K				
Substituted course	KI/UPR				
Preclusive courses	KI/P194				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

This course is designed to extend the basic skills necessary to operate a personal computer.
The focus will be on the creation of scientific or expert articles, data presentation, semantic documents.
Prerequisites are introduction to Windows, word processing, digital graphics, spreadsheets, presentation applications, communication and web use, in ECDL level.

Requirements on student

- Docházka min. 80%
- Práce v hodině - vypracování daných úkolů (bude upřesněno na semináři)
- Úspěšné zvládnutí praktického zápočtového testu složeného z pěti modulů:
1. Základní terminologie a orientace v problematice (HW, SW, internet, bezpečnost)
 2. Práce se soubory, složkami, datovými nosiči, komprimace dat (OS Windows nebo Linux)
 3. Práce s textovým editorem (MS Office nebo OpenOffice)
 4. Práce s tabulkovým kalkulátorem (MS Office nebo OpenOffice)
 5. Prezentace práce v internetu

Content

- Introductory information. Basic IT terminology.
2. Operating system MS Windows: Working with OS setup OS, OS components.
 3. Operating system MS Windows: work with folders and files, work with data. medium, compression of data.
 4. Linux operating system: orientation in the system, compared to MS Windows, advantages and disadvantages.
 5. MS Word: formatting (font, paragraph, bullets, numbering, references, page), styles, printing a document.
 6. MS Word: work with objects, review the document creation and editing tables.
 7. MS Excel: format (table, list, cell), printing, production lines, patterns and addressing.
 8. MS Excel: functions, conditional formatting, charting, working with data (sort, search, replace)

9. MS PowerPoint: Week: principles of presentation, format text and objects.
10. MS PowerPoint: animations and transitions, presentation settings, press.
11. Internet: terminology, description of services, browsers, searching the Internet, information sources, safety.
12. OpenOffice: orientation in the system, compared with MS Office, advantages and disadvantages
13. Repeat week, preparing for the credit, reserve.

Prerequisites - other information about course preconditions

Teaching in English is meant only for erasmus and foreign students. In the case of a small number of students is teaching in a form of individual consultations.

Competences acquired

Fields of study

Guarantors and lecturers

- **Guarantors:** Ing. Toni Koluch, Ph.D. (100%)
- **Seminar lecturer:** Mgr. Kamil Balín (100%), doc. Ing. Mgr. Jiří Barilla, CSc. (100%), Mgr. Michal Bolfík (100%), Mgr. Lukáš Heller (100%), Ing. Toni Koluch, Ph.D. (100%), RNDr. Jan Krejčí, Ph.D. (100%), Ing. Libor Měsíček, Ph.D. (100%), Mgr. Květuše Sýkorová (100%)

Literature

- **Basic:** FRANCŮ M. *Jak zvládnout texty ECDL: řidičák na počítač v příkladech*. Computer Press, Brno, 2003.
- **Basic:** Kolektiv autorů. *S počítačem do Evropy - ECDL*. Computer Press, Brno, 2004.
- **Basic:** Jelínek J., Barilla J., Sýkorová K. *Základy informatiky s testováním ECDL*. Skriptum, PřF UJEP, Ústí nad Labem, 2004.
- **Recommended:** Microsoft Corp. *Microsoft Office XP: Resource Kit*. Computer Press, Praha, 2001.
- **Recommended:** Kočíčka, Blažek. *Praktická typografie*. Computer Press, Praha, 2001.

Teaching methods

Assessment methods

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Applied Informatics	Bachelor	Full-time	Information Systems	1	A11	2012	Povinné předměty	A	1	ZS
Applied Informatics	Bachelor	Full-time	Information Systems	1	A12	2012	Povinné předměty	A	1	ZS
Applied Informatics	Bachelor	Full-time	Information Systems	1	A8	2012	Povinné předměty	A	1	ZS
Geography	Bachelor	Full-time	Information Sciences (double subject)	1	A6	2012	Povinné kurzy	A	1	ZS
Geography	Bachelor	Full-time	Information Sciences (double subject)	1	A10	2012	Povinné předměty	A	1	ZS
Chemistry	Bachelor	Full-time	Informatics	1	A6	2012	Povinné kurzy	A	1	ZS
Chemistry	Bachelor	Full-time	Informatics	1	A10	2012	Povinné předměty	A	1	ZS
Chemistry	Bachelor	Full-time	Informatics Focused on Education	1	A10	2012	Povinné kurzy	A	1	ZS
Informatics	Bachelor	Full-time	Informatics Focused on Education	1	A7	2012	Povinné kurzy	A	1	ZS
Informatics	Bachelor	Full-time	Informatics Focused on Education	1	A10	2012	Povinné kurzy	A	1	ZS

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Informatics	Bachelor	Full-time	Information Sciences (double subject)	1	A10	2012	Povinné předměty	A	1	ZS
Informatics	Bachelor	Full-time	Information Sciences (double subject)	1	A8	2012	Povinné kurzy	A	1	ZS
Mathematics	Bachelor	Full-time	Informatics focused on Education	1	A7	2012	Povinné kurzy	A	1	ZS
Mathematics	Bachelor	Full-time	Informatics focused on Education	1	A10	2012	Povinné kurzy	A	1	ZS
Mathematics	Bachelor	Full-time	Information Sciences (double subject)	1	A10	2012	Povinné předměty	A	1	ZS
Mathematics	Bachelor	Full-time	Information Sciences (double subject)	1	A6	2012	Povinné kurzy	A	1	ZS
Physics	Bachelor	Full-time	Informatics	1	A10	2012	Povinné předměty	A	1	ZS
Physics	Bachelor	Full-time	Informatics	1	A6	2012	Povinné kurzy	A	1	ZS
Physics	Bachelor	Full-time	Informatics focused on Education	1	A10	2012	Povinné kurzy	A	1	ZS