| **1. Course title:** Introduction to Office-related applications | | | | |
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| **2. Code:** | | **3. Type (lecture, seminar, laboratory):** laboratory | | |
| **4. Total of contact hours:** 39 hours | | **5. Number of credits (ECTS):** 3 | | |
| **6. Pre-requisites (max. 3):** none | | | | |
| **7. Announced:** ☒ autumn semester, ☐ spring semester, ☐ both semesters | | | | |
| **8. Limit for participants:** no | | | | |
| **10. Instructor-in-charge (faculty, institute and department):**  Titusz BUGYA, PhD (FS, Institute of Geography, Department of Cartography and Geoinformatics) | | | | |
| **11. Instructor(s) and percentage:** | | Titusz BUGYA | | 100 % |
| **12. Language:** English | | | | |
| **13. Course objectives and learning outcomes:**    One of the main aims of this course is to refresh and systematize the existing computer-related knowledge of the students. The other is to enable them to perform text-, data table- and presentation based works on an expected quality level. For this aim the course is separated into four larger module, as: word processing, spreadsheet works and data visualization, presentation making and basic of operating systems. | | | | |
| **14. Course outline / Milestones**  **Module 1. -- word processing**   * Basic of text layout (fonts and font types, character settings, paragraph settings,page layout settings, mrgins, header/footer/page numbering, contet inserting, references and footnotes, ordered and unordered list.) * Titles and styles. * Non-text elements in the text: table, figure, graph, map. * Table formatting in a text-based document (split, cell formatting, borders and alignment). * Compatibility and file formats – doc, docx, odt, csv, txt, rtf, pdf   **Module 2 – Spreadsheet**   * Commonly used spreadsheet fájl formats: xls, xlsx, ods, csv, dbf). Compatibility. * How-to use built-in functions? * User defined functions; data links * Data types and statistics in a spreadsheet application * Data visualization * Moving in large tables; sort, filter, regular expressions   **Module 3 – Presentations**   * Selecting the appropriate presentation format, compatibility (ppt, pps, pptx, odp, key, pdf, prezi) * creating a slide, duplication, sort, * slideshow settings, transitions, animations, * textbox and its settings, * draw in a slide, * projection settings, contrast, brightness, colours * timing of a presentation, emphasizing of a presentation   **Module 4. Operating systems and files**   * Files and folders, file managers in Linux and Windows environment, * Character encoding, codepages – UTF-8, iso 8859-x, * Files and folders of Linux, OSX and Windows systems, and its user interfaces, * Legal regulation of computer applications and data, licences * Data storage, data protection, protection against viruses and attacks, * Use of GIS labs (gamma, mail, temp, file sharing) | | | | |
| **15. Mid-semester works**  -- | | | | |
| **16. Summative assessment, formative assessment**    **Project work** | | | | |
| **17. Reading assignments:**  -- | | | | |
| **18. Recommended texts:**  **--** | | | | |
| **Date** | 13 November, 2017 | **Prepared** |  | |
| Titusz BUGYA PhD  instructor-in-charge | |
| **Endorsed** | | |  | |
| András TRÓCSÁNYI PhD leader of the program | |