

## Information sheet for the course Information Science I

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>					
<b>Faculty:</b> <i>Faculty of Industrial Technologies in Púchov</i>					
<b>Course unit code:</b> <i>TTN-P-11</i>			<b>Course unit title:</b> <i>Information Science I</i>		
<b>Type of course unit:</b> <i>compulsory</i>					
<b>Planned types, learning activities and teaching methods:</b> <i>Lecture: 0</i> <i>Seminar: 0</i> <i>Laboratory tutorial: 2 hours weekly/26 hours per semester of study; face to face</i>					
<b>Number of credits:</b> <i>2</i>					
<b>Recommended semester:</b> <i>the 2<sup>nd</sup> semester in the 1<sup>st</sup> year full-time form of study</i> <i>the 4<sup>th</sup> semester in the 2<sup>nd</sup> year part-time form of study</i>					
<b>Degree of study:</b> <i>the 1<sup>st</sup> degree of study (Bachelor's degree)</i>					
<b>Course prerequisites:</b>					
<b>Assessment methods:</b> <i>Active participation in courses within given curriculum, final test</i>					
<b>Learning outcomes of the course unit:</b> <i>Students can work with particular word processing, spreadsheet and presentation programs and can use available selected adds-in to improve work in word processing and spreadsheet programs.</i>					
<b>Course contents:</b> <i>Ability to perform word processing, text editing and formatting, template creation, Ability to work with spreadsheet program, creation of tables and graphs, definition of mathematical commands and application of specific functions. Ability to give presentations, their timing. Adds-in, own tool bar creation, adapting menu, etc.</i>					
<b>Recommended of required reading:</b> <i>1. User manuals for currently taught programs, such as Microsoft Office, Libre Office, Open Office, etc.</i> <i>2. Excel asistent.</i> <i>3. RJ-Tools</i>					
<b>Language:</b> <i>Slovak language</i>					
<b>Remarks:</b> <i>v Course is given only in the summer semester providing minimum five students enrol to it.</i>					
<b>Evaluation history:</b> <i>The total number of assessed students</i> 20					
A	B	C	D	E	FX
15.0	35.0	25.0	10.0	10.0	5.0
<b>Lecturers:</b> <i>Ing. Miroslav Pfliegel, CSc.</i>					
<b>Last modification:</b> <i>16.03.2015</i>					
<b>Supervisor:</b> <i>doc. Ing. Pavol Lizák, PhD.</i>					