

## Computer Data Processing: teaching schedule at FEŠRR full-time study

WS: 2025/2026 (22.9. – 19.12. 2025)

| Semester week/number of week in calendar | Date            | Lectures                                                                            | Exercises/Seminars                                                                                                                                      |
|------------------------------------------|-----------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1./39.                                   | 22.9. – 26.9.   | Basic information about the course. Introducing MS Office 365 and its applications. | Introductory exercise - familiarizing students with the content of the subject, credit, mid-term tests.<br>Orientation on school websites.<br>MS Word 1 |
| 2./40.                                   | 29.9. – 3.10.   | Basic concepts, PC technical equipment (hardware)                                   | Word 2 – objects, columns, tabs                                                                                                                         |
| 3./41.                                   | 6.10. – 10.10.  | PC software                                                                         | Word 3 – tabs, tables, styles, document content                                                                                                         |
| 4./42.                                   | 13.10. – 17.10. | Security aspects of information processing                                          | Word 4 - document sections, mass correspondence                                                                                                         |
| 5./43.                                   | 20.10. – 24.10. | Self-study                                                                          | 1. TEST (Word)                                                                                                                                          |
| 6./44.                                   | 27.10. – 31.10. | Security aspects of information processing                                          | PowerPoint                                                                                                                                              |
| 7./45.                                   | 3.11. – 7.11.   | Computer networks                                                                   | Excel 1                                                                                                                                                 |
| 8./46.                                   | 10.11. – 14.11. | Computer networks                                                                   | Excel 2                                                                                                                                                 |
| 9./47.                                   | 17.11. – 21.11. | Computer networks                                                                   | Excel 3                                                                                                                                                 |
| 10./48.                                  | 24.11. – 28.11. | Computer networks                                                                   | Excel 4                                                                                                                                                 |
| 11./49.                                  | 1.12 – 5.12.    | Will be added                                                                       | 2. TEST (Excel)                                                                                                                                         |
| 12./50.                                  | 8.12. – 12.12.  | Will be added                                                                       | corrective test (Word or Excel)                                                                                                                         |
| 13./51.                                  | 15.12. – 19.12. | Will be added                                                                       | Credits, pre-terms                                                                                                                                      |

(The topics of the lectures are only informative and may change)

### Conditions for granting credit:

- Successful completion of 2 tests (1. test – Word, 2. test – Excel)
- Semestral/seminar work

### Exam:

- Written test
- + assessment from ongoing tests.

### Literature:

Materials from v LMS Moodle

## Computer Data Processing - Exercises

Ongoing tests on exercises

|                        |                  |
|------------------------|------------------|
| 1. Word                | 20 points        |
| 2. Excel               | 30 points        |
| Semestral/seminar work | 10 points        |
|                        | ----             |
|                        | <b>60 points</b> |

### Final Exam:

- theory – hardware, software, information security, computer networks - **40 points**
- dates of exams will be determined by Ing. Roderik Virág, PhD. via university information system (UIS),
- theoretical questions (the ranges of questions will be determined according to the chapters covered through semester).
- a more precise determination of the examination method will be determined at the end of the semester, if there is a change in the teaching method, or testing (attendance or distant form).

### Overall rating – maximum of 100 points:

|          |                |
|----------|----------------|
| 93 - 100 | <b>A (1)</b>   |
| 86 - 92  | <b>B (1,5)</b> |
| 79 - 85  | <b>C (2)</b>   |
| 72 - 78  | <b>D (2,5)</b> |
| 64 - 71  | <b>E (3)</b>   |
| 0 - 63   | <b>FX (4)</b>  |

Scale of points for **awarding credit** (evaluation only from tests from exercises and semestral/seminar work):

|         |           |
|---------|-----------|
| 55 – 60 | <b>A</b>  |
| 54 – 51 | <b>B</b>  |
| 50 – 47 | <b>C</b>  |
| 46 – 43 | <b>D</b>  |
| 42 – 38 | <b>E</b>  |
| 0 – 37  | <b>FX</b> |

With **38 points or more** from both tests (word, excel) plus semestral work you may attend the final exam of this course.

With **less than 38 point** you must attend a corrective test (word, excel).

**Semester/Seminar work:**

- create a short presentation in MS PowerPoint (10 – 12 slides) for any theme from field of **Information and communication technologies** - submitted in electronic form.,
- use pictures, text, charts, ... On the last slide there should be a list of used websites or books as bibliography,
- use animations, transitions, etc. Make the presentation interesting;
- send the presentation three weeks before semester ends on [roderik.viragh@uniag.sk](mailto:roderik.viragh@uniag.sk)
- you can earn maximum of 10 points for this semestral work.

**Evaluation table of the seminar work**

|                                                                                                       |                  |
|-------------------------------------------------------------------------------------------------------|------------------|
| An introductory slide with the necessary information (name of topic, academical year, student's name) | <b>2 points</b>  |
| Range of presentation not exceeding 12 slides                                                         | <b>2 points</b>  |
| Use of animations, transitions                                                                        | <b>2 points</b>  |
| List of used web sites, books – bibliography on the last slide                                        | <b>3 points</b>  |
| Submission of the seminar work by the specified deadline                                              | <b>1 point</b>   |
| <b>Overall</b>                                                                                        | <b>10 points</b> |