Computer Data Processing: teaching schedule at FEŠRR full-time study
WS: 2024/2025 (16.9. – 13.12. 2023)

Semester week/number of week in calendar	Date	Lectures	Exercises/Seminars
1./38.	16.9. – 20.9.	Basic information about the course. Introducing MS Office 365 and its applications.	Indtroductory exercise - familiarizing students with the content of the subject, credit, mid-term tests. Orientation on school websites. MS Word 1
2./39.	23.9. – 27.9.	Basic concepts, PC technical equipment (hardware)	Word 2 – objects, columns, tabs
3./40.	30.9. – 4.10.	PC software	Word 3 – tabs, tables, styles, document content
4./41.	7.10. – 11.10.	Security aspects of information processing	Word 4 - document sections, mass correspondence
5./42.	14.10. – 18.10.	Self-study	**1. TEST (Word)**
6./43.	21.10. – 25.11.	Computer networks	PowerPoint
7./44.	28.10. – 1.11.	*Will be added*	Excel 1
8./45.	4.11. – 8.11.	Computer networks	Excel 2
9./46.	11.11. – 15.11.	Computer networks	Excel 3
10./47.	18.11. – 22.11.	*Will be added*	Excel 4
11./48.	25.11 – 29.11.	*Will be added*	**2. TEST (Excel)**
12./49.	2.12. – 6.12.	*Will be added*	**corrective test (Word or Excel)**
13./50.	9.12. – 13.12.	*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
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                                                      60 points

Final Exam:
- theory – hardware, software, information security, computer networks - **40 points**
- dates of exams will be determined by Ing. Roderik Virágh, 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   **A** (1)
86 - 92   **B** (1,5)
79 - 85   **C** (2)
72 - 78   **D** (2,5)
64 - 71   **E** (3)
  0 - 63   **FX** (4)

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

55 – 60   **A**
54 – 51   **B**
50 – 47   **C**
46 – 43   **D**
42 – 38   **E**
  0 – 37   **FX**

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
- 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)	**2 points**
Range of presentation not exceeding 12 slides	**2 points**
Use of animations, transitions	**2 points**
List of used web sites, books – bibliography on the last slide	**3 points**
Submission of the seminar work by the specified deadline	**1 point**
Overall	**10 points**