Information sheet for the course
Information Science I

University: *Alexander Dubček University of Trenčín*	
Faculty: *Faculty of Industrial Technologies in Púchov*	
Course unit code: *MT-P-5*	**Course unit title:** *Information Science I*

Type of course unit: *optional*

Planned types, learning activities and teaching methods:
Laboratory tutorial: 2 hours weekly/26 hours per semester of study; face to face

Number of credits: 2

Recommended semester: *1st semester in the 1st year full-time*
1st semester in the 1st year part-time

Degree of study: *the 1st degree of study (Bachelor's degree)*

Course prerequisites: *none*

Assessment methods:
Active participation in the seminars. The final test.

Learning outcomes of the course unit:
The student is informed and can work with the selected text editor, spreadsheets and programs to create presentations and selected supplements improving work in text editor and spreadsheets.

Course contents:
Word processing applications, editing and text formatting, templates creation. Spreadsheet control, creating charts and graphs, mathematical definition of commands and application of special functions. Create presentations, their timing. Supplements control, creating custom toolbars, adaptation of menu etc.

Recommended of required reading:
Handbook Microsoft Office, Libre Office, Open Office etc.
Excel asistent.
RJ-Tools.

Language: *Slovak*

Remarks:

Evaluation history:

A	B	C	D	E	FX

Lecturers: *doc. Ing. Jan Krmela, PhD.*

Last modification: *31.03.2014*

Supervisor: *doc. Ing. Marta Kianicová, PhD.*