Course description

Department/Unit /	KIV / 9ZI		**Academic Year**	2023/2024
Title	Fundamentals of Informatics		**Type of completion**	Exam
Accredited/Credits	No, 3 Cred.		**Type of completion**	Combined
Number of hours	Lecture 1 [Hours/Week] Tutorial 2 [Hours/Week]			

	Status A	Status B	Status C		
Occ/max				**Course credit prior to**	YES
Summer semester	0 / -	0 / -	0 / -	**Counted into average**	YES
Winter semester	0 / -	0 / -	0 / -	**Min. (B+C) students**	10
Timetable	Yes			**Repeated registration**	NO
Language of instruction	Czech			**Semester taught**	Winter, Summer
Optional course	Yes			**Internship duration**	0
Evaluation scale	1|2|3|4			**Ev. sc. – cred.**	S|N
No. of hours of on-premise					
Auto acc. of credit	No				
Periodicity	K				
Substituted course	None				
Preclusive courses	KIV/PPA1				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

In this lecture students learn basic informations, needed in following studium. Students will learn work with spreadsheets, they'll get informations about text processing and creating web pages, they'll learn about OS MS Windows's user interface.

Requirements on student

Credit:
Students must achieve at least 60% of the possible points in the practical test, which is performed on a computer. The basis for the test is surrendered in advance and approved by the independent work (homework - see methodical instructions).
The deadline for meeting the requirements of the credit is 31 May 2021.

Examination:
A written examination. It is necessary to obtain at least minimum amount of points (60%).

Content

1. Fundamentals term of information technology. Data, information, knowledge.
2. Graphs and analytical tools in spreadsheets.
3. Software overview, text processor, document prezentation.
4. Data structure, algorithms and programming.
5. Hardware. Computer networks.
6. Computer network services.
7. Security and data protection. Related laws.

Fields of study

Guarantors and lecturers

- **Guarantors:**   Doc. Dr. Ing. Jana Klečková (100%)

Literature

- **Recommended:**   Klečková, Jana. *Základy informatiky*. 3. vyd. Plzeň : Západočeská univerzita, 2002. ISBN 80-7082-910-9.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Contact hours	20
Preparation for an examination (30-60)	30
Preparation for formative assessments (2-20)	10
Undergraduate study programme term essay (20-40)	19
Total:	**79**

assessment methods

Knowledge - knowledge achieved by taking this course are verified by the following means:

Written exam

Test

prerequisite

Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:

Basic knowledge of using a computer and to work under Windows operating system.

Skills - students are expected to possess the following skills before the course commences to finish it successfully:

basic skill work with computer
backup files
use basic safety rules with electronic resources (username, password)
basic skills in a word processor environment
create a simple presentation

teaching methods

Knowledge - the following training methods are used to achieve the required knowledge:

Lecture

Practicum

Individual study

learning outcomes

Knowledge - knowledge resulting from the course:

When passing the course a student has:
- Good knowledge of fundamental terms in information technology area.
- Advanced knowledge of using a computer and to work under Windows operating system.
- Ability to search and processing data.
- Ability to using tools (text processor and spreadsheets).
- Ability to create presentation.

Course is included in study programmes: