

Course description

Course abbreviation:	KPV/PVT2	Page:	1 / 4
Course name:	Computer Skills 2		
Academic Year:	2023/2024	Printed:	04.07.2025 04:31

Department/Unit /	KPV / PVT2			Academic Year	2023/2024
Title	Computer Skills 2			Type of completion	Pre-Exam Credit
Accredited/Credits	Yes, 3 Cred.			Type of completion	
Number of hours	Tutorial 3 [Hours/Week]				
Occ/max	Status A	Status B	Status C	Course credit prior to	No
Summer semester	52 / -	0 / -	12 / -	Counted into average	NO
Winter semester	0 / -	0 / -	0 / -	Min. (B+C) students	10
Timetable	Yes			Repeated registration	NO
Language of instruction	Czech			Semester taught	Summer semester
Optional course	Yes			Internship duration	0
Evaluation scale	S\N				
No. of hours of on-premise					
Auto acc. of credit	Yes in the case of a previous evaluation 4 nebo nic.				
Periodicity	every year				
Specification periodicity					
Substituted course	None				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

The main goal of the topic is to provide information for the efficient work with the spreadsheet program in the field of advanced calculation.

Requirements on student

It is necessary to process semester work including processing of the topic using a spreadsheet to obtain the credit. The semester work includes the calculation and the interpretation of its results.

Content

The course is focused on the use of advanced features for processing bulk documents and advanced features for processing and analyzing data using a spreadsheet application with the use of the MS Office (MS Word and MS Excel).

1. Organization of the course
2. MS Word - basics repetition, mail merge - generating na envelope
3. MS Word - mail merge - template and merge, developer - form, tabs, controls, editing large documents
4. MS Excel - basics repetition
5. MS Excel - custom formatting using condition, pivot tables + charts, charts
6. MS Excel - mathematical and statistical functions
7. MS Excel - search and database functions
8. MS Excel - text and time functions
9. MS Excel - estimations, hypothesis testing
10. MS Excel - correlation, regression

Fields of study

Studentům jsou k dispozici studijní materiály umístěné ve vytvořeném týmu v rámci aplikace MS Teams a kurzu v LMS Moodle. Tyto materiály jsou určeny pro osvojení teoretických a praktických poznatků využitelných při řešení příkladů realizovaných během cvičení.

Guarantors and lecturers

- **Guarantors:** doc. Ing. Pavel Raška, Ph.D. (100%)
- **Tutorial lecturer:** Ing. Tomáš Broum, Ph.D. (100%), Ing. Bc. Miroslav Malaga, Ph.D. (100%), doc. Ing. Pavel Raška, Ph.D. (100%)

Literature

- **Basic:** Pecinovský Josef, Pecinovský Rudolf. *Office 2019 - Průvodce uživatele*. Grada, 2019. ISBN 978-80-247-2303-7.
- **Extending:** Wewerka Peter. *Office 2019 all-in-one*. Hoboken, NJ: John Wiley & Sons, 2019. ISBN 978-1-119-51327-8.
- **Recommended:** Laurenčík Marek. *Excel 2016- Práce s databázemi a kontingenčními tabulkami*. Grada, 2017. ISBN 978-80-271-0477-2.
- **Recommended:** Benáčanová, Helena. *Tvorba aplikací v MS Excel : materiály ke cvičení*. Vyd. 1. Praha : Oeconomica, 2005. ISBN 80-245-0953-9.
- **Recommended:** Kateřina Mičudová, Mikuláš Gangur, Milan Svoboda, Pavla Říhová. *Základy statistiky a pravděpodobnosti*. Západočeská univerzita v Plzni, 2016. ISBN 978-80-261-0660-9.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Presentation preparation (report) (1-10)	10
Contact hours	30
Individual project (40)	40
Total:	80

assessment methods

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

Continuous assessment

Skills - skills achieved by taking this course are verified by the following means:

Seminar work

Project

Competences - competence achieved by taking this course are verified by the following means:

Seminar work

prerequisite

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

have a basic knowledge of MS Word

have a basic knowledge of MS Excel

have a basic knowledge of MS Powerpoint

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

is able to work with MS Word at the basic level

is able to work with MS Excel at the basic level

is able to work with MS Powerpoint at the basic level

Competences - students are expected to possess the following competences before the course commences to finish it successfully:

N/A

teaching methods

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

Discussion
Lecture with visual aids
E-learning
Multimedia supported teaching
Students' portfolio
Interactive lecture
Self-study of literature
Individual study
Collaborative instruction

Skills - the following training methods are used to achieve the required skills:

Skills demonstration
Interactive lecture
Practicum
Students' portfolio
E-learning
Lecture with visual aids
Multimedia supported teaching
Task-based study method
Individual study
Self-study of literature
One-to-One tutorial

Competences - the following training methods are used to achieve the required competences:

Task-based study method
Individual study
E-learning
Self-study of literature
Multimedia supported teaching

learning outcomes

Knowledge - knowledge resulting from the course:

to know more advanced functionality of MS Word
to know more advanced functionality of MS Excel
describe an advanced technical problem in a spreadsheet environment

Skills - skills resulting from the course:

complexly analyze technical problems using a spreadsheet
process large-scale text documents efficiently
use more advanced functions in MS Excel

Competences - competences resulting from the course:

N/A

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Mechanical Engineering	Bachelor	Full-time	Industrial Engineering and Management	1	2020	2023	Compulsory courses	A	3	LS
Project and Process Management	Postgraduate Master	Full-time	Project and Process Management	1	2020	2023	Blok A: Povinné předměty	A	1	LS
Systems Engineering and Informatics	Postgraduate Master	Full-time	Project Management Systems	1	2013	2023	Blok A: Povinné předměty	A	1	LS