

# COMPUTER SCIENCE

## Medicine

### Division of Biomathematics

Subject: COMPUTER SCIENCE

Year, Semester: 1st year/1st semester, 1st year/2nd semester

Number of teaching hours:

Practical: 28

Practical: Exemption Tests.

#### 2nd week:

Practical: Word processor programs, MS Word I.

#### 3rd week:

Practical: Word processor programs, MS Word II.

#### 4th week:

Practical: Word processor programs, MS Word III.

#### 5th week:

Practical: Fundamentals and basic concepts of informatics.

#### 6th week:

Practical: Logical and physical realization of networks.

#### 7th week:

Practical: Internet.

#### 8th week:

Practical: Spreadsheets programs, MS Excel I.

#### 9th week:

Practical: Spreadsheets programs, MS Excel II.

#### 10th week:

Practical: Spreadsheets programs, MS Excel III.

#### 11th week:

Practical: Spreadsheets programs, MS Excel IV.

#### 12th week:

Practical: Computerised presentation, MS PowerPoint.

#### 13th week:

Practical: Summary.

#### 14th week:

Practical: Test.

#### Reading materials:

Greg Perry: Microsoft Office.

2007. ISBN: 9789-6396-3737-5.

## Requirements

The acquisition of fundamental theoretical and practical knowledge from the function of the modern personal computers. Course description: PC architecture, operating systems, file management, network knowledge, internet and its opportunities of application, word processor, spreadsheet, the usage of presentational programs, the achievement of scientific databases and its use.

Without registration, there is no way to do the course! First year students who missed/skipped the exemption test, but signed up for the course in the Neptun must attend the course and do the final test at the end. For students attending the informatics course a maximum of 4 absences are allowed during the semester to receive a signature (we recommend to use as few as possible, in case an emergency comes up). This is taken very seriously! Missing more than 4 classes automatically means losing the chance to pass the course. There will be a final test at the end of the semester. Students are allowed to make up the missed practices with another group but only on the given week, if there are enough free seats in the room.

The course starts with an exemption test. Only first year students are allowed to write the exemption test at the first week of the given semester with their group (appointment should be checked in the given timetable). In any other cases (students older than first year/repeaters/students who are not exempted) students have a final test at week 14 of the given semester. There is no other self-control test during the semester. At the end of the course students will write a final test. The exemption and the final tests covers topics and skills in connection with Microsoft office Word, Excel, and PowerPoint (versions:2016) programs, as written in the curriculum. Both of the tests (exemption and the final test) are written tests. The tests are practical tests, conducted in the computer room. Students passing the exemption test will automatically receive grade 5 (excellent) at the end of the semester. Final grades based on the final test score will be given according to the followings: 0-60% = grade 1 (fail); 61%-70% = grade 2 (pass); 71% - 80% = grade 3 (satisfactory); 81% - 90% = grade 4; (good) 91% = grade 5 (excellent). Students should download free Office guidebooks from the internet offered at the webpage of the course (Email registration is required for downloading files). Students who did not get exemption/did not show up at the exemption test/repeaters/students older than first year MUST ATTEND on the course. They should join to one of the groups mentioned in the timetable. The number of seats is limited in the classroom. Students who has informatics course in the given appointment (according to the timetable) have priority to attend the lesson. Others are allowed to join to the given group if there are free seats. Older students have to do the whole course as well. Students passing the exemption test will automatically receive grade 5 (excellent) at the end of the semester. Students who failed the exemption test must attend the course and do the final test at the end. Students who have ECDL (European Computer Driving Licence) or are not required to write the exemption test, they should show their ECDL certificate to the educational manager of the department and they will be exempted automatically.