DESCRIPTION AND SYLLABUS

Name of the subject in Hungarian:	Informatics I.
Name of the subject in English:	Informatics I.
Credit value of the subject:	3
The code of the subject in the electronic study system:	BN-INFOC1-03-GY
Classification of the subject:	Obligatory
Language of instruction (in case of non-Hungarian courses):	English
Institute or department responsible for the subject:	Institute of Methodology
Course type and number of contact hours:	Practical, class per week: 2, class per semester: 0
Mode of study: (Full-time / Part-time):	Full-time training
The semester in which the subject is open for registration:	2022/2023 1st semester
Prerequisite(s):	-

THE PURPOSE OF THE SUBJECT, LEARNING OUTCOMES:

The aim of the course is to provide an overview of the technical aspects of the business data analysis. Students should be able to find the information that they need for their tasks. They should collect, download data, prepare for spreadsheet analysis, clean, perform simple analyses, reports, display text and visual results. The main goal is to earn information from data and present them in a sophisticated form.
The goal of the course is to solve complex problems in the business topic with the usage of the learnt techniques, as well as to prepare business analysis, statistics, pivot tables and charts.
After completing the course, students will be able to use Excel functions properly, generate reports, analyses, interpret their results, and visualize data. They will know how to share documents and generate content collaboratively.Students will be able to format Word documents in APA style.

SUMMARY OF THE CONTENT OF THE SUBJECT

This course will give you a strong basis of the data management and information management. Students will be able to find data from different sources, convert them for further processing, analyze data with spreadsheet tools, store data, and extract information; to organize, interpret and visualize the information. In addition, students will be able to learn independently, solve complex problems and communicate with their peers and teachers. Students will develop skills that will make them more productive and support them to become valuable in the job.
During the semester, students will solve complex problems using formulas and functions. They learn how to solve statistical, financial problems, and create pivot table and pivot charts; how to present results in a meaningful way.

STUDENT'S TASKS AND PLANNED LEARNING ACTIVITIES:

The use the flipped classroom method is used, i.e. the learning content is processed by students individually before in class activities. Classroom time is then used to apply acquired knowledge in complex problems.
The students weekly tasks are the followings:
(a) computer-based individual, self-directed learning outside the classroom;
(b) problem based work and activities inside the classroom.

EVALUATION OF THE SUBJECT:

Regular attendance is required of all students. Attendance is counted from the first day of classes, regardless of the date of the students enrolment. The prescribed maximum number

of cuts or absences are three occasions. An absence from class whether personal or official is still to be recorded as an absence. A student is late when he/ she is not yet present during the roll call, and until the fifteenth minute from the start of class. Lateness beyond fifteen minutes is considered an absence, regardless of the duration of class.

Assessment of the classroom work
The classroom assignments should be uploaded to CooSpace.
The sum of collected points during the semester course work are 100 points.
Spreadsheet management. 25p
Google Form & Analysis: 25p
Presentation 25p
Word processing 25p

Condition for completing the subject
Minimum requirements: 50% 50 points.
The portfolio according to the given criteria.
If you failed or missed you can retake one of the assignments during the last seminar.

Marks:
0-49% 1
50-62%   2
63-75%   3
76-88%   4
89-100%   5

OBLIGATORY READING LIST: