

COURSE DESCRIPTION

Code: 5KAS/INFSP/18**Course title:** Informatics for Social Work**Field of study:** Social work - Charitable and social service**Guarantor:** prof. ThDr. Ján Šafin, PhD.**Lectured by:** Department of Christian anthropology a Social work
ThDr. Pavol Kochan, PhD.**Semester:**
WT**Contact lessons:** Seminar**Recommended course load (in lessons):****Weekly:** 1**Per course:** 13**Number of
ECTS credits:** 2**Prerequisite(s):****Course assessment and completion:** Priebežné hodnotenie**Continuous assessment:****Final assessment:**

Student during the credit week implemented a knowledge test and a practical test. They must earn at least 92% to qualify for A, receive at least 84% to qualify for B, at least 76% for C, and at least 65% to receive D, at least 51% to receive E. A student who earns less than 51% will be rated FX. The evaluation is the average of the results of the practical exam and the knowledge test.

Course objective:

The student will be able to:

- work on the Windows operating system;
- create and edit text documents;
- process tables and graphs;
- create and edit presentations;
- work with internet search engines selected databases.

Course content:

Windows operating system: overview, structure and basics of work.

Office program: working with text, editing text, creating graphs and tables, creating presentations.

Internet: effective search, work with the selected databases.

Textbooks and references:

BROŽ, M. a J. ALCNAUER, 2011. Základy informatiky. Praha: Vysoká škola obchodní v Praze. ISBN 978-80-868-4132-8.

ISKRA, J., 2006. Vyhledávání, Gmail, Google Talk a další služby. Brno: Computer Press. ISBN 978-80-2511-043-0.

KRÁL, M., 2010. Word 2010 - snadno a rychle. Praha: Grada Publishing, a.s. ISBN 978-80-247-3497-2.

MAGERA, I., 2007. Excel jednoduše. Brno: Computer Press. ISBN 978-80-251-1694-4.

PECINOVSKÝ, J., 2010. PowerPoint 2010. Praha: Grada. ISBN 978-80-247-3639-6.

Language of instruction:

Slovak, Czech

**Guarantor's signature and the date of course description's last
modification:** 31.07.2020