

Course description

Course abbreviation:	UCHTML/C605	Page:	1 / 4
Course name:	Fundamentals of Information Technologies		
Academic Year:	2023/2024	Printed:	30.05.2024 11:59

Department/Unit /	UCHTML / C605			Academic Year	2023/2024
Title	Fundamentals of Information Technologies			Type of completion	Examination
Accredited/Credits	Yes, 4 Cred.			Type of completion	Combined
Number of hours	Lecture 1 [HRS/WEEK] Seminar 2 [HRS/WEEK]			Course credit prior to	YES
Occ/max	Status A	Status B	Status C	Counted into average	YES
Summer semester	0 / -	0 / -	0 / -	Min. (B+C) students	not determined
Winter semester	279 / -	0 / -	1 / -	Repeated registration	NO
Timetable	Yes			Semester taught	Winter semester
Language of instruction	Czech			Internship duration	0
Optional course	Yes			Ev. sc. – cred.	S/N
Evaluation scale	A B C D E F				
No. of hours of on-premise					
Auto acc. of credit	No				
Periodicity	K				
Substituted course	UECHI/C004				
Preclusive courses	N/A				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

Consolidate the knowledge of students in the use of computer technology, to familiarize them with advanced functions of office software, with selected specialized programs and services that they will be able to use both during their study as well as in their further work.

Requirements on student

To pass test at PC.

Content

Basics of operating system usage
 Word - introduction, typography, tables.
 Word - equations, drawing / pictures, styles, contents, index, cross-references, citations.
 Excel - introduction, formats, simple calculations.
 Excel - advanced calculations and creating graphs.
 Excel - import data, analytic tools.
 Excel - a practical example.
 Creation of the document.
 Powerpoint - introduction, creating presentation.

Prerequisites - other information about course preconditions

Basic skill with working on Personal Computer, basic knowledge of Microsoft Office 2007 software.

Competences acquired

Student after completion of the course will be able to effectively create different types of technical documents with the most advanced instruments in compliance with the typographical conventions and principles to facilitate teamwork. Will be able to process experimental data in a spreadsheet editor, create a chart, perform calculations and solve equations.

Fields of study

Guarantors and lecturers

- **Guarantors:** Ing. Michal Černý, Ph.D. (100%), Ing. Jiří Schwarz, Ph.D.
- **Lecturer:** Ing. Tomáš Brunclík, Ph.D. (100%), Ing. Michal Černý, Ph.D. (100%), Ing. Jiří Schwarz, Ph.D. (100%)
- **Seminar lecturer:** Ing. Tomáš Brunclík, Ph.D. (100%), Ing. Michal Černý, Ph.D. (100%), Ing. Jan Gojný, Ph.D. (100%), Ing. Tomáš Kořínek (100%), Ing. Jiří Schwarz, Ph.D. (100%), Ing. Milan Tomeš (100%)

Literature

- **Basic:** Pierce, John. *Mistrovství v Microsoft Office 2007*. Brno: Computer Press, 2008. ISBN 978-80-251-2066-8.
- **Recommended:** Brož, Milan. *Microsoft Excel : vzorce, funkce, výpočty*. Brno: Computer Press, 2006. ISBN 80-251-1088-5.

Teaching methods

Monologic (reading, lecture, briefing)
Skills training

Assessment methods

Home assignment evaluation
Student performance assessment

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan	v.	Year	Block	Status	R.year	R.
Analysis of Biological Materials	Bachelor	Full-time	Biological Materials Analysis	1	2020	2023		povinné předměty	A	1	ZS
Analysis of Biological Materials	Bachelor	Full-time	Biological Materials Analysis	1	2022	2023		povinné předměty	A	1	ZS
Analysis of Biological Materials	Bachelor	Full-time	Biological Materials Analysis	1	2021	2023		povinné předměty	A	1	ZS
Analysis of Biological Materials	Bachelor	Full-time	Biological Materials Analysis	1	2019	2023		povinné předměty	A	1	ZS
Analysis of Biological Materials	Bachelor	Full-time	Biological Materials Analysis	1	2023	2023		povinné předměty	A	1	ZS
Economy and Management of Chemical Industry Enterprises	Bachelor	Full-time	Economy and Management of Chemical Industry Enterprises	1	2021	2023		povinné předměty	A	1	ZS
Economy and Management of Chemical Industry Enterprises	Bachelor	Full-time	Economy and Management of Chemical Industry Enterprises	1	2022	2023		povinné předměty	A	1	ZS
Economy and Management of Chemical Industry Enterprises	Bachelor	Full-time	Economy and Management of Chemical Industry Enterprises	1	2020	2023		povinné předměty	A	1	ZS
Economy and Management of Chemical Industry Enterprises	Bachelor	Full-time	Economy and Management of Chemical Industry Enterprises	1	2023	2023		povinné předměty	A	1	ZS
Evaluation and Analysis of Foodstuffs	Bachelor	Full-time	Evaluation and Analysis of Foodstuffs	1	2023	2023		povinné předměty	A	1	ZS

Study Programme	Type of	Form of	Branch	Stage	St. plan	v. Year	Block	Status	R.year	R.
Graphic Arts and Printing Technology	Bachelor	Full-time	Graphic Arts and Printing Technology	1	2021	2023	povinné předměty	A	1	ZS
Graphic Arts and Printing Technology	Bachelor	Full-time	Graphic Arts and Printing Technology	1	2020	2023	povinné předměty	A	1	ZS
Graphic Arts and Printing Technology	Bachelor	Full-time	Graphic Arts and Printing Technology	1	2022	2023	povinné předměty	A	1	ZS
Graphic Arts and Printing Technology	Bachelor	Full-time	Graphic Arts and Printing Technology	1	2023	2023	povinné předměty	A	1	ZS
Graphic Arts and Printing Technology	Bachelor	Full-time	Graphic Arts and Printing Technology	1	2018	2023	povinné předměty	A	2	ZS
Chemistry	Bachelor	Full-time	Chemistry	1	2022	2023	povinné předměty	A	1	ZS
Chemistry	Bachelor	Full-time	Chemistry	1	2023	2023	povinné předměty	A	1	ZS
Chemistry	Bachelor	Full-time	Chemistry	1	2021	2023	povinné předměty	A	1	ZS
Chemistry	Bachelor	Full-time	Chemistry	1	2020	2023	povinné předměty	A	1	ZS
Chemistry and Technical Chemistry	Bachelor	Full-time	Chemistry and Technical Chemistry	1	2018	2023	povinné předměty	A	1	ZS
Chemistry and Technology of Environment Protection	Bachelor	Full-time	Chemistry and Technology of Environment Protection	1	2021	2023	povinné předměty	A	1	ZS
Chemistry and Technology of Environment Protection	Bachelor	Full-time	Chemistry and Technology of Environment Protection	1	2022	2023	povinné předměty	A	1	ZS
Chemistry and Technology of Environment Protection	Bachelor	Full-time	Chemistry and Technology of Environment Protection	1	2023	2023	povinné předměty	A	1	ZS
Chemistry and Technology of Environment Protection	Bachelor	Full-time	Chemistry and Technology of Environment Protection	1	2020	2023	povinné předměty	A	1	ZS
Chemistry for Science	Bachelor	Full-time	Chemistry for Science	1	2023	2023	povinné předměty	A	1	ZS
Inorganic and Bioinorganic Materials	Bachelor	Full-time	Inorganic and Bioinorganic Materials	1	2020	2023	povinné předměty	A	1	ZS
Inorganic and Bioinorganic Materials	Bachelor	Full-time	Inorganic and Bioinorganic Materials	1	2021	2023	povinné předměty	A	1	ZS
Inorganic and Bioinorganic Materials	Bachelor	Full-time	Inorganic and Bioinorganic Materials	1	2022	2023	povinné předměty	A	1	ZS
Inorganic and Bioinorganic Materials	Bachelor	Full-time	Inorganic and Bioinorganic Materials	1	2023	2023	povinné předměty	A	1	ZS
Inorganic and Polymeric Materials	Bachelor	Full-time	Inorganic Materials	1	2018	2023	povinné předměty	A	1	ZS
Laboratory Diagnostics in Medicine	Bachelor	Full-time	Laboratory Diagnostics in Medicine	1	2022	2023	povinné předměty	A	1	ZS
Laboratory Diagnostics in Medicine	Bachelor	Full-time	Laboratory Diagnostics in Medicine	1	2023	2023	povinné předměty	A	1	ZS
Management of Sustainable Businesses	Bachelor	Full-time	Management of Sustainable Businesses	1	2023	2023	povinné předměty	A	1	ZS

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Pharmacochemistry and Medicinal Materials	Bachelor	Full-time	Farmacochemistry and Medicinal Materials	1	2022	2023	povinné předměty	A	1	ZS
Pharmacochemistry and Medicinal Materials	Bachelor	Full-time	Farmacochemistry and Medicinal Materials	1	2020	2023	povinné předměty	A	1	ZS
Pharmacochemistry and Medicinal Materials	Bachelor	Full-time	Farmacochemistry and Medicinal Materials	1	2023	2023	povinné předměty	A	1	ZS
Pharmacochemistry and Medicinal Materials	Bachelor	Full-time	Farmacochemistry and Medicinal Materials	1	2019	2023	povinné předměty	A	1	ZS
Pharmacochemistry and Medicinal Materials	Bachelor	Full-time	Farmacochemistry and Medicinal Materials	1	2021	2023	povinné předměty	A	1	ZS
Polymeric Materials and Composites	Bachelor	Full-time	Polymeric Materials and Composites	1	2022	2023	povinné předměty	A	1	ZS
Polymeric Materials and Composites	Bachelor	Full-time	Polymeric Materials and Composites	1	2021	2023	povinné předměty	A	1	ZS
Polymeric Materials and Composites	Bachelor	Full-time	Polymeric Materials and Composites	1	2019	2023	povinné předměty	A	1	ZS
Polymeric Materials and Composites	Bachelor	Full-time	Polymeric Materials and Composites	1	2020	2023	povinné předměty	A	1	ZS
Polymeric Materials and Composites	Bachelor	Full-time	Polymeric Materials and Composites	1	2023	2023	povinné předměty	A	1	ZS
Special Chemical and Biological Programmes	Bachelor	Full-time	Clinical Biology and Chemistry	1	2018	2023	povinné předměty	A	1	ZS
Special Chemical and Biological Programmes	Bachelor	Full-time	Clinical Biology and Chemistry	1	2017	2023	povinné předměty	A	1	ZS
Special Chemical and Biological Programmes	Bachelor	Full-time	Laboratory Assistant	1	2018	2023	povinné předměty	A	1	ZS
Surface Protection of Building and Construction Materials	Bachelor	Full-time	Surface Protection of Building and Construction Materials	1	2022	2023	povinné předměty	A	1	ZS
Surface Protection of Building and Construction Materials	Bachelor	Full-time	Surface Protection of Building and Construction Materials	1	2021	2023	povinné předměty	A	1	ZS
Surface Protection of Building and Construction Materials	Bachelor	Full-time	Surface Protection of Building and Construction Materials	1	2020	2023	povinné předměty	A	1	ZS
Surface Protection of Building and Construction Materials	Bachelor	Full-time	Surface Protection of Building and Construction Materials	1	2023	2023	povinné předměty	A	1	ZS
Surface Protection of Building and Construction Materials	Bachelor	Full-time	Surface Protection of Building and Construction Materials	1	2018	2023	povinné předměty	A	1	ZS