

**Methodology basics sub-module**

ECTS range: 29

Courses: 1) Learning and research methodology; 2) Business Communication; 3) Calculus; 4) Applied mathematics; 5) Business informatics; 6) Business statistics

<b>Course: Business Informatics</b>	<b>ECTS: 4</b>
Compulsory	
<b>Ratio of theory – practice, %:</b> 100 %	
<b>Type of lesson:</b> seminar and number of lessons in semester of teaching: 60 <b>Language of instruction:</b> <i>English</i> <b>Specific techniques or methods in teaching</b> (if any e.g. specific software): continuous study control	
<b>Type of examination and course mark:</b> practical mark Further methods of examination or mid/end term testing (e.g. project works): practical assignments	
<b>Semester:</b> 2	
<b>Preconditions of the course:</b> -	

**Description of course content:**

Objectives: It aims students to gain knowledge of MS Excel spreadsheets and MS Access database.  
Brief content: It introduces students to the general theory and practical application of spreadsheet and relational database management. Students learn about the most important and complex operations of Excel spreadsheet and Access database management that can be used independently.

**Compulsory and recommended literatures (2-5 pieces) with full bibliography**

Michael Alexander: Microsoft Business Intelligence Tools for Excel Analysts, Wiley, 2014, ISBN: 978-1-118-82152-7  
William Fischer : EXCEL:QUICK START GUIDE FROM BEGINNER TO EXPERT (EXCEL, MICROSOFT OFFICE), 2016, ISBN-13: 978-1533137951  
John Walkenbach: MICROSOFT EXCEL 2016 BIBLE: THE COMPREHENSIVE TUTORIAL RESOURCE, 2016, ISBN-13: 978-1119067511  
Glenn Owen: Using Microsoft Excel and Access 2016 for Accounting, 2016. ISBN-13: 978-1337109048, ISBN-10:1337109045.

**Elements of Student Requirement System (KKK) that the course contributes to:**a) **knowledge**

- The student is aware of the operation of the organizations using the IT and office technology tools supporting the management processes.
- He has mastered the written and oral forms of professional and effective communication, the tabular and graphical ways of presenting the data.

b) **skills**

- They can apply techniques of solving economic problems, problem-solving methods, their conditions of use and limitations.
- Can co-operate with representatives of other fields.
- Participates in a project, a group assignment solution, after acquiring practical knowledge and experience, leads, organizes, evaluates and controls the activity as a leader.

c) **attitude**

- He is receptive to receiving new information, new professional knowledge and methodologies, open to new, independent and cooperative assignments and responsibilities. He strives to develop his knowledge and working relationships, working with his colleagues.

d) **autonomy**

- As a member of projects, group work and organizational units, the assignments assigned to him / her are carried out independently and responsibly.

**Course leader: dr. Róbert Barna PhD, associate professor**