UNIVERSITY OF PANNONIA

COURSE DATASHEET

Semester:	2012/13/1
Course:	Computer Applications
Code:	VEMKKVB132S
Responsible department:	Department of Environmental Engineering
Department code:	MKKV
Responsible instructor:	dr. Endre Domokos

Course objectives:

The aim of the course is that the students learn programming up-to-date computer software's. After the successful tests the students able to compose simple programs and their can work together with software-developer.

Course content:

1. File handling 2. Basic security knowledge 3. Structure of menus, its fast access (Word) 4. Paragraph editing commands (Word) 5. Special character-manipulating commands (Word) 6. Full-page editing commands (Word) 7. Mail-merge 8. Test 9. Using of spread editor (Excel) 10. Functions and theirs embedding together (Excel) 11. Functions and theirs embedding together (Excel) 12. VBA basics I. (Office) 13. VBA basics II. (Office) 14. VBA basics III. (Office) 15. Test

Requirements, evaluation and grading:

2 tests (>=50% average)

Required and recommended readings:

ifj. Ambrózai Attila: Office XP Professional, Panem Kft., 2003 Farkas Csaba, Szabó Marcell: A programozás alapjai VBA, Jedlik Stúdió, 2004