

<b>Course Code</b>	<b>Computers &amp; Applications</b> UNYP 25100
<b>Level</b>	Lower-level course in a Bachelor's degree program
<b>Credits</b>	3 semester credits / 6 ECTS
<b>Pre-requisite(s)</b>	None
<b>Scheduled meetings</b>	45 hours
<b>Average preparation time</b>	105 hours
<b>Total student work time</b>	150 hours
<b>Description</b>	The purpose of the course is to introduce students to the basic features and uses of computer and information systems. The practical work will relate to the introduction and use of popular software applications (mainly MS Office and Internet related) and to the application of new knowledge in choosing the most suitable computer configuration for a given purpose.
<b>Learning outcomes</b>	<p>Upon successfully completing this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• able to understand and use basic terminology related to computer and information systems;</li> <li>• understand and demonstrate the operation of widely-used operating system and application software;</li> <li>• conduct basic research using the internet;</li> <li>• create a simple web site;</li> <li>• have a background and vocabulary to discuss some social issues related to computer information systems, and be able to analyze;</li> <li>• recommend the right computer configuration for a particular environment;</li> </ul>
<b>Study literature</b>	<ol style="list-style-type: none"> <li>1. Using CNET to learn How To and about your computer and related products - <a href="http://howto.cnet.com/">http://howto.cnet.com/</a></li> <li>2. Microsoft Office – Intro and What's New - <a href="http://office.microsoft.com/enus/support/getting-started-with-office-2013-FX102809998.aspx">http://office.microsoft.com/enus/support/getting-started-with-office-2013-FX102809998.aspx</a></li> <li>3. Microsoft OneNote – Intro and Getting started - <a href="http://office.microsoft.com/enus/support/getting-started-with-onenote-2013-FX102828001.aspx">http://office.microsoft.com/enus/support/getting-started-with-onenote-2013-FX102828001.aspx</a></li> <li>4. Microsoft Office 365 - <a href="http://office.microsoft.com/en-us/office365-suite-help/getstarted-with-office-365-HA102818409.aspx?CTT=1">http://office.microsoft.com/en-us/office365-suite-help/getstarted-with-office-365-HA102818409.aspx?CTT=1</a></li> <li>5. Google Apps – Introduction and Benefits - <a href="http://www.google.com/enterprise/apps/business/benefits.html">http://www.google.com/enterprise/apps/business/benefits.html</a></li> <li>6. How Computers Work (9th Edition) by R. White and T. Downs.</li> </ol> <p>Additional readings available on UNYP E-Learn or in the UNYP Library.</p>

All courses are taught in English, with the exception of language courses. UNYP's 3-year and 4-year Bachelor's programs are accredited by the Czech Accreditation Commission, a part of the Czech Ministry of Education, Youth and Sports, and lead to the award of a *bakalář* (Bachelor's) degree. UNYP's 3-year Bachelor's of Business degree is also accredited by the the U.S.-based International Assembly for Collegiate Business Education (IACBE), a CHEA-recognized accreditor.