

Study program	Level of studies		First cycle	
	Study program name		Physics Education	
Course name	INTRODUCTION TO COMPUTER SCIENCE FOR PHYSICISTS I			
Course ID	Semester	Course status	ECTS credits	L+E
PCS1311	I	ELECTIVE	3	3
Lecturer				
Aims and intended learning outcomes	The aim of the course is to gradually introduce students into the practical use of computers through the mastery of basics of MS Office programs. Students are expected to successfully adopt the content of the course, pass the exam and be able to use the specified programs.			
Course content				
<div>1. Introduction: Internet and e-mail.</div> <div>2. Introduction to MS Office.</div> <div>3. MS Word – Creating, opening and saving documents.</div> <div>4. MS Word – Entering and editing text.</div> <div>5. MS Word – Formatting text, paragraphs and headings. Setting up the document.</div> <div>6. MS Word – Themes and templates. Spelling and grammar tools.</div> <div>7. MS Word – Printing word documents. Planing with Outlines.</div> <div>8. Midterm exam</div> <div>9. MS Excel – Creating and navigating worksheets.</div> <div>10. MS Excel – Adding information to worksheets. Moving data around a worksheet.</div> <div>11. MS Excel – Managing worksheets and workbooks.</div> <div>12. MS Excel – Formatting cells. Viewing and printing worksheets.</div> <div>13. MS Excel – Building basic formulas.</div> <div>14. MS Excel – Tables and graphics.</div> <div>15. MS Excel – Numerical integration of tabular data in Excel.</div>				
Student workload (hours)		Grading		
Lectures and Exercises	45	Assessment method	Points	
Exam preparation	20	Midterm exam	50	
Assignments	0	Final exam	50	
Other	10			
Total	75			
		Total	100	
Literature				
<div>1. Lecture notes</div> <div>2. C. Grover, M. MacDonald, E. A. V. Vander Veer, Office 2007: The missing manual, 2008.</div> <div>3. J. Preppernau, J. Lambert, C.Frye, Microsoft Office Professional 2010 Step by step, 2010</div>				
Remarks				