

FACULTY OF **ECONOMICS**

DEGREE COURSE: **BUSINESS AND ECONOMICS BA**

SUBJECT: ICT BASICS

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OBJECTIVES

This course provides the basic knowledge of the theoretical and practical aspects of computer science. In the same vein students' knowledge will be completed by considering in depth legal and commercial issues.

CONTENTS

- 1 Basic theoretical concepts: basic knowledge of the structure and functioning of a personal computer.
- 2 Management tools: main basic functions of a personal computer and its operating system, organization and management of files and folders (environment MS Windows 7).
- 3 Word processing: creating, formatting and refining a document (Microsoft Word 2010).
- 4 Spreadsheet: tables, formulas, charts, diagrams, statistics (Microsoft Excel 2010).
- 5 PowerPoint Presentation: slides, layout, styles, animation (Microsoft Power Point 2010).
- 6 Computer networks: uses the Internet, search engines and email (MS Outlook 2010).
- 7 Elements of Legal Data Processing and Computer Law: use of database and legal research in the Internet; IT security; software legal protection; computer crimes; digital signature and certified email; formatting and the styles of judicial documents.

ASSESSMENT

Written exam: multiple choice and open questions

RECOMMENDED TEXTBOOKS

"IT & Programming", freely downloadable from
<http://bookboon.com/>.