

# BAI0001L Digital applications

## Course information

**Semester requirement:** term grade (3 credit)

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### Course description:

Getting to know the basic concepts of informatics and information theory, the main aspects of the history of information. Characteristics of the information and knowledge society. Computer operation, parts (hardware). Software - their typification, characteristics. Operating systems, utilities. Theoretical and practical steps in the production of digital content. Office software. Word processing, preparation of documents with word processing software. Basics of spreadsheet management. Creating spreadsheets with office software. Display numerical data using software. Creating graphs. Presentation software, applications. Steps of creating a presentation, content and form elements. Display image and other digital formats in the presentation. Multimedia features. The development of the Internet, Internet services. Browsers. Web 2. services. Features of Web-Based Communication. Web ethics, emailing rules and ethical issues. Internet security issues. Mobile applications on different platforms. Dangers and rules of ethics in the use of social media. Retrieving information on the Net. Exercises based on information retrieval. Use of storage, clouds.

### Competences to be developed:

The student has knowledge of ethics, law and economics, as well as basic communication and mass communication. You are familiar with the IT tools and software that help you with your work. He effectively uses the modern IT systems and tools used in his field. Able to develop his / her knowledge independently, finding the relevant information sources he / she needs. It is open to domestic and international research results, methodological innovations and opportunities to learn about and apply information and communication technologies. He consciously represents ethical conduct in his electronic communication. He is responsible for the content of the digital documents he produces.

**Method of evaluation:** The term grade will be determined on the basis of the theoretical written result, the quality of the submitted practical tasks and the seminar work.

### Required and recommended knowledge:

[1]. Microsoft Office, URL: <https://www.office.com/>

[2]. Prezi, URL: <https://prezi.com/>