

<b>Level:</b> Undergraduate Vocational Studies in Optometry				
<b>Course title:</b> Informatics				
<b>Status:</b> obligatory				
<b>ECTS:</b> 5				
<b>Requirements:</b> none				
<b>Learning objectives</b> Mastering the basic principles of the Windows surrounding, techniques used for text processing in MS Word, and data organization and manipulation in MS Excel.				
<b>Learning outcomes</b> A student should know the concept and basic techniques for working with a text-processor, and should be capable to recognize a spreadsheet structure in a real-life problem, and find a solution using a computer.				
<b>Syllabus</b> <i>Theoretical instruction</i> Introducing the text processor software package MS Word. Organizing the text, formatting a character, paragraph, page and the whole document. Tables, styles. Using the spreadsheet software package MS Excel. Organizing the view. Textual data, constants, absolute and relative references, marking a range. Cell formatting. Functions, mathematical formulas. Graphs.  <i>Practical instruction</i> Getting familiar with the concepts learned in lectures.				
<b>Weekly teaching load</b>				Other: -
Lectures:3	Exercises: 2	Other forms of teaching:0	Student research: -	