

INFORMATION LETTER – Module Course – Details of Module

1	Name of the Educational Activity PREPARATORY MODULE COURSE FOR STUDY TECHNICAL PROGRAMME AT STU (PMCSTP-STU))					
	Name of module		BASICS OF WORKING WITH PCS (MBWPC)			
	Provides		Slovak University of Technology in Bratislava (STU) Institute of Lifelong Learning of STU			
2	Organisation form Modular educational course using e-learning in the form of: <ul style="list-style-type: none">seminars on areas of study,practical training to obtain new knowledge and skills,consultations (in person, in written form, on-line). The training is organised in one cycle for 6 weeks. The applicant is required to send a filled-in signed application form in Institute of Lifelong Learning of STU, Vazovova Street 5, 81243 Bratislava. Contact: jazykove.centrum@stuba.sk ; Mobil: + 421917669198;					
3	Target Groups		Those interested in studying technical programmes, students from STU, foreign students and foreign interested from abroad of study.			
4	Required initial education		secondary school-leaving certificate			
5	Graduate's profile The graduate will have knowledge in Basics of working with PCs, he will be prepared for pursuing the study programme in the selected faculty of the STU, will adapt his professional knowledge to the conditions of practice.					
6	Methods		lectures, seminars, theme work, consultations, individual study			
7	Volume of MBWPC		21 hours	Of which theory	6 hours	
				Of which practice	15 hours	
	Study plan of MBWPC*					
Name of specialised theme			Number of hours	Theory	Practice	Professional Guarantor
MBWPC						doc. Ing. Vladimír JERZ, PhD.
1. Hardvér - Softvér			2	2	0	
2. Windows XP Professional			2	1	1	
3. Principles of data arrangement			2	1	1	
4. Object manipulation			2	1	1	
5. Operating system accessories			2	1	1	
6. MS Word			4	0	4	
7. Excel			2	0	2	
8. Excel			2	0	2	
9. MS Power Point			3	0	3	
Total			21	6	15	
8	Assessment Continuous assessment - tests, exercises, examples ...					
9	Form of final examination Theory: The examinations are taken in both written and oral form at the end of the completed module. The theoretical part is applied to practical part of the examination. Written: The final test with the rate of success above 60%. Oral: At the end of the course. In the form of an interview conducted at the end. Acquired document: After successful completion of the module the student will obtain a certificate. Completing the module will increase the prerequisites for successful study at technical programme and use of knowledge in practice. Price of course: EUR 73,50 (21 hours)					Practical Exercises oriented at verification and acquisition of professional knowledge in subject of MB and its application to study branches in which the students mean to specialise in their further study in the higher education institution.
10	Material and Technology Equipment Premises: Institute of Lifelong Learning of STU, Language Centre ILL STU, Street Vazovova5, City Bratislava, 81243 Technology equipment, teaching aids: desks for students, PCs, feedback projectors, screens, recorders and players, flipchart, study texts in print, on CD and on-line, data projector. Study material: Beginning with PC Vladimír Jerz, Marian Kralík, Ondrej Staš, Richard Ďuranna					

* The curriculum, in the case of interest, is available at the Language Centre ILL STU.