DESCRIPTION AND SYLLABUS

Name of the subject in Hungarian:	Informatics II. (COM)
Name of the subject in English:	Informatics II. (COM)
Credit value of the subject:	3
The code of the subject in the electronic study system:	BN-INFCO2-03-GY
Classification of the subject:	Obligatory
Language of instruction (in case of non-Hungarian courses):	English
Institute or department responsible for the subject:	Institute of Methodology
Course type and number of contact hours:	Practical, class per week: 2, class per semester: 0
Mode of study: (Full-time / Part-time):	Full-time training
The semester in which the subject is open for registration:	2022/2023 1st semester
Prerequisite(s):	-

THE PURPOSE OF THE SUBJECT, LEARNING OUTCOMES:

The aim of the course is to provide an overview of the technical aspects of the business data analysis. Students should be able to find the information that they need for their tasks. They should collect, download data, prepare for spreadsheet analysis, clean, perform simple analyses, reports, display text and visualized results. The main goal is to earn information from data and present them in a sophisticated form.
The goal of the course is to solve complex problems in the business topic with the usage of the learnt techniques, as well as to prepare business analysis, statistics, pivot tables and charts.
After completing the course, students will be able to use Excel functions properly, generate reports, analyses, interpret their results, and visualize data.

SUMMARY OF THE CONTENT OF THE SUBJECT

This course will give you a strong basis of the data management and information management. Students will be able to find data from different sources, convert them for further processing, analyze data with spreadsheet tools, store data, and extract information; to organize, interpret and visualize the information. In addition, you will be able to learn independently, solve complex problems and communicate with your peers and teachers. You will develop skills that will make you more productive and support you to become valuable in your job.
During the semester, students will solve complex economic and financial problems using formulas and functions. They learn how to solve statistical, financial problems, and create pivot table and pivot charts.

STUDENT'S TASKS AND PLANNED LEARNING ACTIVITIES:

We use the flipped classroom method, i.e. the learning content is processed by students individually before in class activities. Classroom time is then used to apply acquired knowledge in complex problems.
The students weekly tasks are the followings:
(a) computer-based individual, self-directed learning outside the classroom;
(b) problem based work and activities inside the classroom.

Students tasks and activities:
Weekly class and home assignements;
Preparatoin for the 3 mid-term.
Coursera courses; Coursera certificates should be uploaded to CooSpace.

Another task is a project based home assignment; data analysis and data visualization task, the preparation and uploading of an infographics on time to CooSpace, which will be presented in week 11.

EVALUATION OF THE SUBJECT:

Regular attendance is required of all students. Attendance is counted from the first day of classes, regardless of the date of the students enrolment. The prescribed maximum number of cuts or absences are three occasions. An absence from class whether personal or official is still to be recorded as an absence. A student is late when he/ she is not yet present during the roll call, and until the fifteenth minute from the start of class. Lateness beyond fifteen minutes is considered an absence, regardless of the duration of class.

Weekly class and home assignements;
3 midterm quizzes.(Total 45 points)
Project work (30 points)
Weekly Class & Home assignements; (10 points)
Coursera courses (15 points)
The precondition of getting the seminar mark is to reach the minimum 50% (50 points), and the portfolio according to the given criteria.
Retaking a test:
One of the quizzeis is allowed to be rectified during the last seminar.
Marks:
0-49% 1
50-62%   2
63-75%   3
76-88%   4
89-100%   5

OBLIGATORY READING LIST: