

Name of university, Name of faculty: Trnava University
Faculty of Health Care and Social Work

INFORMATION SHEET OF THE SUBJECT

Code: VZB52	Name: Basics of informatics and PC skills II.		
Cover: Department of Public Health			
Type of educational activity: Seminar Scope of educational activity (in hours): Weekly: 1 For term of study: ZS 23 Method of educational activity:		Number of credits: 2	Recommended semester: WT
			Study grade: Bachelor
Recommended semester	Study programme		
3.year WT	Public Health (D1-VZ-22) Public Health (D1-VZ-22-K)		
Underlie subjects:			
Conditions for passing the course: Method of evaluation: Completion by taking an examination Continuous evaluation: None Final evaluation: E-learning: final exam online by developing an exercise in MOODLE. At least 95% must be obtained to obtain an A rating, at least 89% to obtain a B rating, at least 83% to obtain a C rating, and at least 77% to obtain a D rating, and at least 71% to obtain an E rating.			
Finished: exam			
Learning outcomes: After completing the course, students will be able to apply the acquired knowledge in practice: MS Word is a text editor that allows you to create and edit documents, format text, insert other objects, use various functions to create specific content and more. Using advanced functions, it is possible to automate work on documents. MS PowerPoint is a tool that allows you to create and edit presentations, insert transitions and animations and other objects. PowerPoint also includes tools for projecting created presentations, including the use of multiple monitors (display tools).			
Schedule of subject: Introduction to the e-learning method of teaching MS Word 1. Move through the text of the document 2. Techniques for marking, moving and copying text 3. Character and paragraph formatting, indentation, bullets, and numbered lists 4. Tabbed work, table creation, graphic effects in the document 5. Header and footer, margins, content creation, page breaks 6. Working with tables Introduction to the e-learning method of teaching MS PowerPoint 7. Basics of navigation in the program window and options for displaying presentations 8. Creating a new presentation 9. Working with text fields, new slide and slide layout 10. Paragraph levels in the bulleted list and tabs 11. Inserting images, working with images, shapes, symbols, WordArt styles 12. Forms of presentation, graphic images, interweaving			
Recommended reading: Microsoft Excel e-learningový - školiaci kurz https://moodle.truni.sk			
Language requirements: Slovak			
Notes: Daily form, attendance method of education Daily form, combined method of education: through assignments in Moodle/online, distance learning, self-study, exercises /in-person/ Self-study is supported by e-learning online, e.g. test or oral exam via MOODLE 100% attendance is required. Lecture attendance is determined by the instructor, while attendance at seminars and practical classes is mandatory. Each student is entitled to one unexcused absence per semester. In the event of any further absence, the student will be assigned a make-up task. If a student misses more than two class sessions during the semester—regardless of the reason for the absence—they must submit a written request (not via email) to the Dean of the Faculty to have their absence excused and must attach relevant documentation substantiating the third and every subsequent absence.			

Course evaluation: Assessed students in total: 337					
A	B	C	D	E	FX
27%	31%	18%	8%	5%	11%
Lecturers: PhDr. Michal Rafajdus, PhD., MPH, lecturer, examiner, instructor					
Date of last change: 01.09.2026					
Approved by: doc. PhDr. Róbert Ochaba, PhD., MPH, univ.prof.					