ML0002 Introduction to Computer Studies 1.5 fup

Introduktionskurs i datateknik

This is a translation of the Swedish, legally binding, course syllabus.

Establishment

Course syllabus for ML0002 valid from Autumn 2014

Grading scale

P, F

Education cycle

Pre-university level

Specific prerequisites

Completed upper secondary education including documented proficiency in Swedish corresponding to Swedish B and English corresponding to English A and Mathematics 3c, Physics 2 and Chemistry 1, or the equivalent.

Language of instruction

The language of instruction is specified in the course offering information in the course catalogue.

Intended learning outcomes

On completion of the course, the student should be able to:

- format text, figures and headings in a rational and uniform manner
- create and use format and document templates
- autonomously handle pagination of documents
- generate tables of contents and connect to for example the pagination
- handle references in documents
- use mathematical formulae in spreadsheet programs
- present numerical values in tables and diagrams
- present facts by means of presentation programs
- account for the importance of using format templates and version handling when a report has several authors

Course contents

- Word processing
- Spreadsheet usage
- Presentation

Course literature

Material presenteras vid kursstart

Examination

- RED1 - Presentation, 1.5 fup, grading scale: P, F

Based on recommendation from KTH's coordinator for disabilities, the examiner will decide how to adapt an examination for students with documented disability.

The examiner may apply another examination format when re-examining individual students.

If the course is discontinued, students may request to be examined during the following two academic years.

Ethical approach

- All members of a group are responsible for the group's work.
- In any assessment, every student shall honestly disclose any help received and sources used.
- In an oral assessment, every student shall be able to present and answer questions about the entire assignment and solution.