Course Unit Descriptor

Study Programme: Journalism	
Course Unit Title: Informatics	
Course Unit Code: 15ZUZU01	
Name of Lecturer(s): Associate Professor Zoltan Geler, PhD	
Type and Level of Studies: BA	
Course Status (compulsory/elective): Compulsory	
Semester (winter/summer): Winter semester	
Language of instruction: Serbian and Hungarian	
Mode of course unit delivery (face-to-face/distance learning): face-to-face	
Number of ECTS Allocated: 6	
Prerequisites: None	

Course Aims:

The aim of the course is to teach the basics of MS Windows, search and usage of the Internet, making and formatting the documents in MS Word-u (with the focus on writing seminar papers), creating presentations in MS PowerPoint-u, tabular calculation in the program MS Excel.

Learning Outcomes:

Students will be able to use computers, office programs and internet services in an advanced manner, in all tasks of finding, obtaining, editing and analyzing information, as well as sending information via Internet (webmail).

The course includes content necessary for obtaining basic ECDL (European Computer Driving License) module.

Syllabus:

Theory

Basics of computer systems (hardware and sfotware, represenation and processing of information, computer networks). Elements of the history of computing. Operation system MS Windows, web browsers (MS Internet Explorer) and Internet search, webmail. Program packages MS Word, MS Excel, MS Power Point.

Practice

Windows i Internet (work with files, using Internet and webmail), MS Word (text processing), MS PowerPoint (presentation), MS Excel (tabelar calculation).

Required Reading:

Mr Milorad Marković, ECDL 5.0 Modul 1: Osnove informacionih i komunikacionih tehnologija, Mikro knjiga, 2010

Mr Milorad Marković, ECDL 5.0 Modul 2: Korišćenje računara i rad s datotekama, Microsoft Windows 7, Mikro knjiga, 2010

Mr Milorad Marković, ECDL 5.0 Modul 3: Obrada teksta, Microsoft Office Word 2007, Mikro knjiga, 2010

Mr Milorad Marković, ECDL 5.0 Modul 4: Tabelarni proračuni, Microsoft Office Excel 2007, Mikro knjiga, 2010

Mr Milorad Marković, ECDL 5.0 Modul 6: Prezentacije, Microsoft Office PowerPoint 2007, Mikro knjiga, 2010

Mr Milorad Marković, ECDL 5.0 Modul 7: Internet i komunikacija, Mikro knjiga, 2010

Weekly Contact Hours:	**Lectures:**	**Practical work:**
Teaching Methods:		
Theoretical lectures, practice hours		
Knowledge Assessment (maximum of 100 points):		

Pre-exam obligations	Points	Final exam	points
Two tests	60	Written exam	40
The methods of knowledge assessment may differ; the table presents only some of the options: written exam, oral exam, project presentation, seminars, etc.			