

## SYLLABUS

**1. Course title:**

Informatics

**2. Code:**

(max. 20 characters)

**3. Cycle of study:**

1

**4. ECTS credits:**

2

**5. Type of course:** Mandatory Elective**6. Prerequisites:**

None

**7. Class restrictions:****8. Duration / semester:**

1

4

**9. Weekly contact hours:**

9.1. Lectures:

2

9.2. Seminars:

0

9.3. Laboratory/Practice classes:

0

**10. Faculty:**

Faculty of Humanities and Social Science

**11. Department/study program:**

Teacher's education and psychology

**12. Lecturer:**

dr.sc. Amira Šerifović-Trbalić, docent

**13. Lecturer's e-mail:**

amira.serifovic@untz.ba

**14. Web site:**

www.untz.ba

**15. Course aims:**

The aim of this study is to familiarize students with the role and organization of information-communication technologies as well as the ability to apply these technologies in work and teaching.

**16. Learning outcomes:**

After completing the course, students will, with continuous work during the semester, acquire knowledge and skills for use of personal computers and information technology in the teaching process.

**17. Course content:**

- Computer operating system - basic concepts, file management, Windows Explorer
- Contemporary Information Technology in Learning and Teaching
- Text Processing - MS Word
- Spreadsheet - MS Excel
- Databases - MS Access
- Presentations - MS PowerPoint
- Information and Communication - Internet

**18. Learning methods:**

Lectures, consultations.

Lecture represents the theoretical presentation of the content of the course in a way that enables students to master the knowledge and skills to be achieved within this subject.

**19. Assessment methods:**

Students assignments (seminar works) and final exam

Students assignments (seminar works)

During the semester, students will receive a number of assignments (seminar works) that need to be solved independently.

Final exam

After completing the course, the students who have received the signature have the right to go to the final exam. The final exam is organized according to the final exam calendar adopted by the Senate of the University of Tuzla at the beginning of the school year. At the end of the course students will be provided a list of questions that may be on the Final Exam. The maximum number of points on the Final Exam may be 50 (fifty). Duration of the final exam is 45 minutes.

**20. Assessment components:**

With regular attendance on the course and activity throughout the semester, students can achieve 10 points, which makes up 10% of the total number of points. By successfully completing and presenting an assignments, the student can achieve a maximum of 40 points (40%), while the remaining 50 points (50%) will be awarded on the final exam. Before the final examination the student can win a maximum of 50 pre-qualifying points (50%)

**21. Required reading list:**

1. Mandić D., Ristić M., Informacione tehnologije, Beograd, Mediagraf, 2005
2. Čerić V., Varga M., Budin L. i dr.: Poslovno Računarstvo, Znak d.o.o, Zagreb 2000.
3. Balaban N, Ristić Ž, Đurković J. "Principi Informatike" Savremena Adminsitracija Beograd, Drugo izmijenjeno izdanje, 1996.
4. Lagumdžija Z. "Informatika Za Korisnike Personalnih Računara" Sarajevo, 1999.

**22. Web sources:**

(max. 687 characters)

**23. Applicable starting from the academic year:**

2015/2016

**24. Adopted in the Faculty/Academy session:**

16.3.2015.