SYLLABUS

1. Course title:

Informatics

2. Code:

3. Cycle of study:

1

4. ECTS credits:

3

5. Type of course:

○ Mandatory ● Elective

6. Prerequisites:

7. Class restrictions:

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8. Duration / semester:

1 3

9. Weekly contact hours:

9.1. Lectures: 2

9.2. Seminars: 1

9.3. Laboratory/Practice classes: 0

10. Faculty:

Faculty of Humanities & Social Sciences

11. Department/study program:

TEACHER EDUCATION

12. Lecturer:

13. Lecturer's e-mail:

14. Web site:

www.untz.ba

15. Course aims:

The aim of this course is to acquaint students with the role and organization of information and communication technologies, as well as withthe possibility of applying these technologies in work and teaching.

16. Learning outcomes:

Proper interpretation of the role of information technology and informatics as a science for educational purposes. Students are expected to acquire skills for tracking rapid changes in information technology and creative workwith computers in the classroom

17. Course content:

- Computer operating systems, basic concepts, file management, Windows explorer
- Modern information technologies in learning and teaching
- Word processing - Word
- Spreadsheets - Excel
- Databases - Access
- Presentations - Power point
- Information and communication - internet

18. Learning methods:

Didactic methods will be used during lectures and exercises:
- method of oral presentation
- method of demonstration and illustration
- method of conversation
- method of written works
- method of reading and working on the text

19. Assessment methods:

1. Assignments (seminar papers)
2. Final exam

Assignments (seminar papers)
During the semester, students will receive a number of assignments (seminar papers) that they need to solve independently.

Final examUpon completion of the course, students who have received a signature have the right to take the final exam. The final exam is organized in threetimes in the school year (in the form of Final Exam, Corrective Final Exam and Additional Corrective Final Exam) according to the calendarfinal exams adopted by the Senate of the University of Tuzla at the beginning of the school year. At the end of the course students will besubmitted a list of questions that may be on the Final Exam. The maximum number of points on the Final Exam can be 50(fifty). The minimum number of points required to pass the Final Exam is 25 (twenty five) and is a requirement forforming a grade. The final exam lasts 45 minutes

20. Assessment components:

The maximum number of points is obtained by summing the maximum possible number of points defined for each criterionindividually during the semester. Scoring system, percentage share of individual components in scoring and mannerthe formation of the final grade are shown as follows.

Criterion max. points
a) attendance and activity at lectures and exercises 10
b) success in writing assignments (seminar papers) 40
c) final exam: 50.
Total possible points: 100 Assignment of grades based on the number of points achieved:
94-100 = 10, 84-93 = 9, 74-83 = 8, 64-73 = 7, 54-63 = 6; to 53 = 5

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:

23. Applicable starting from the academic year:

2022/23

24. Adopted in the Faculty/Academy session: