SYLLABUS

1. Course title:

Informatics I

2. Code:

3. Cycle of study:

1

4. ECTS credits:

2

5. Type of course:

○ Mandatory ◉ Elective

6. Prerequisites:

none

7. Class restrictions:

none

8. Duration / semester:

1 1

9. Weekly contact hours:

9.1. Lectures:	2
9.2. Seminars:	0
9.3. Laboratory/Practice classes:	0

10. Faculty:

Humanities and Social Sciences

11. Department/study program:

Turkish Language and Literature

12. Lecturer:

Amira Šerifović-Trbalić

13. Lecturer's e-mail:

amira.serifovic@untz.ba

14. Web site:

www.ff.untz.ba

15. Course aims:

Course goal is to
- provide students with basic knowledge in the field of informatics and computer science
- provide students with knowledge about computer configurations (hardware and software)
- train students to work in the Windows environment
- train students to use MS Office software: Word and Excel.

16. Learning outcomes:

At the end of the course students that continuously perform their duties throughout the teaching period will be able to:
Explain the basic terms in the informatics and computer science,
Chose adequate and needed computer configuration,
Understand work of Windows operating system,
Use Windows Explorer,
Successfully use MS Office software: Word and Excel.

17. Course content:

Course presentation
Fundamentals of Informatics and Computer Science
Computer configuration
Hardware
Type of software
Type of computers
Basic terms related to operating systems
Windows operating system
Windows Explorer
MS Office – Word
MS Office – Excel

18. Learning methods:

Direct lectures, Consultation
Lectures are theoretical and practical presentation of the subjects mentioned in the content of the course. They are performed through direct lectures on a way that students easy acquire knowledge and skills that should be achieve in the framework of the course. Students are required to attend lectures. Exceptionally student may be absent from lectures three times during the semester. The absence must be justified at the following lecture. Professor will keep record

19. Assessment methods:

Student has to have minimum 4 points on the attendance to get professor's signature at the end of the semester.
Two tests will be hold during semester (15 weeks). Student is able to collect maximum 20 points per test. Student is able to collect maximum 40 points on both tests.
Student has to have minimum 20 points on both test to have possibility to take final exam.
Final exam is obligatory. Student is pass final exam if he/she collect points in range of 17,5-35 points.
Final score is formed by adding earned points through attendance, two seminar works, two tests and final exam.

20. Assessment components:

Lectures attendance: 5 points
Seminar works (obligatory): 20+20 =40 points
Tests during semester (not repeated, obligatory): 20+20= 40 points
Final exam (obligatory): 35 points

21. Required reading list:

Čerić V., Varga M., Budin L. i dr.: Poslovno Računarstvo, Znak, Zagreb 2000.
Balaban N, Ristić Ž, Đurković J. "Principi Informatike", Beograd, 1996.
Lagumdžija Z. "Informatika Za Korisnike Personalnih Računara" Sarajevo, 1999.

22. Web sources:

23. Applicable starting from the academic year:

2015/2016

24. Adopted in the Faculty/Academy session:

16 March 2015