# 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:**

There are no special pre-requisites for attending this course

**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:**

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

**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:**

1. Introduction to informatics and computer science,
2. Historical development of computers,
3. Computer architecture,
4. Types of computers,
5. Computer hardware,
6. Introduction to operating systems,
7. Basic of operating systems,
8. Software packages,
9. MS Windows operating system,
10. Windows Explorer,
11. MS Office – Word 1st part,
12. MS Office – Word 2nd part,
13. MS Office – Excel 1st part,
14. MS Office – Excel 2nd part,
15. MS Office – Excel 3rd part.

**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:**

-Class slides– Dr.sc. Tatjana Konjić
-Glenn Brookshear, Dennis Brylow, Computer Science: An overview, 12th ed, Pearson, 2014

**22. Web sources:**

Noreen Brown, Barbara Lave, Julie Romey, Mary Schatz, Diane Shingledecker, Beginning Microsoft® Excel® ebook
Stephen Moffat, Microsoft Word 2010 Advanced, ebook

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

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

2019/2020