

Study program: Finance, accounting and banking, Management of business and logistics, Business informatics and e-business		
Course name: Information technology		
Professor: prof. Cvetko J. Andreeski, PhD, Valentina J. Stankovic, M.Sc		
Subject status: compulsory		
ECTS: 7		
Requirements: no requirements		
Aim of the course		
<p>The aim of the course is to familiarize students with the application, components, functions and possibilities of information technology, as well as to capacitate them to perform an analysis of possibilities of using information technology in various ways and the needs of business systems for information technology.</p>		
Course outcomes		
<p>After successfully completing the course, students will be able to: plan hardware and software resources, use modern operative systems, use standard applicative software in business correspondence, creating presentation, tables and graphs.</p>		
Content of the course		
<i>Theoretical lectures</i>		
<p>Information technology, definition and application in modern businesses. Digital economy. Information technology, definition and application in modern business operations. Information systems, definition, characteristics, classification. Basic computer components. Software, definition and classification. Computer networks, definition, development, topology. Internet: development, concepts, services.</p>		
<i>Practical course work</i>		
<p>Objects, Computer; Control Panel; Microsoft Word – commands on Home pane. Selecting parts of text and working with selected parts. Inserting images into text. Formatting at the level of font and paragraph; Managing tables. Formatting at the level of pages. Using tools such as AutoShapes and WordArt; Microsoft Power Point - layout of work plane, entering, altering and formatting of text in presentations; creating and editing diagrams, inserting and formatting images and drawings; applying animations and transition effects. Microsoft Excel – introduction to Excel; Working with formulas, most commonly used functions; Nesting functions, relative and absolute cell references; Graphic presentation of data; Tools for working with database; Functions for working with database; Most commonly used financial functions.</p>		
Literature		
<ul style="list-style-type: none"> • Новаковић, Ј. <i>Информационе технологије</i>, II издање БПШ, 2015. • Марковић, М. ECDL 5.0 Модул 3: Обрада текста, Word 2013, Микро књига, 2014. • Марковић, М. ECDL 5.0 Модул 6: Презентације, PowerPoint 2013, Микро књига, 2014. • Марковић, М. ECDL 5.0 Модул 4: Табеларни прорачуни, Excel 2013, Микро књига, 2014. 		
Total number of active teaching classes	Lectures: 30	Practical course work: 45
Teaching methods		
<p>Lectures provide students with a theoretical basis, while the practical course work aim at developing practical skills necessary for the use of Windows operative system, text</p>		

processing software (Microsoft Word), presentation software (Microsoft Power Point) and spreadsheet program (Microsoft Excel). Practice classes take place in IT lab where each student has access to a personal computer and can follow lesson presentation via video projector used in the room. Each student uses a personal computer to independently perform simple assigned tasks.

Evaluation (maximum points 100)

Pre-exam activities	Points	Final exam	Points
Active participation in lecture classes	5	Written exam	30
Active participation in practical course work	5	Oral exam	15
Colloquium 1	25	
Colloquium 2	20		
Term paper(s)	/		