

Study program/s: Tourism and hospitality; Management of food technology and gastronomy			
Course name: Informatics			
Professor: lecturer Valentina J. Stanković, M.Sc			
Subject status: compulsory course - Management of food technology and gastronomy study program; elective course - Tourism and hospitality study program.			
ECTS: 5			
Requirements: no requirements			
Aim of the course: The aim of the course is for students to acquire basic knowledge in informatics and computer science as well as teaching students on how to use standard operating systems and standard software for text formatting in business correspondence and software for power point presentation making.			
Outcome of the course After successfully completing the course the students will be able to: plan and project hardware and software resources, use modern operating systems, use standard applicative software in business correspondence and presentation making.			
Content of the course <i>Theoretical lectures</i> Historical development of computers; computer hardware; processor and mother board, primary and secondary memory; input-output devices; system software and applicative software; modern operating systems; computer networks; history and development of internet. <i>Practical course work</i> My Computer; Control Panel; Microsoft Word – the start screen appearance. Select tool and work with selected parts of the text. Formatting on the level of font and paragraph; Managing tables; Inserting pictures into text; Using tools AutoShapes and WordArt; Formatting on the level a page and printing; Microsoft Power Point – the start screen appearance, data entry, modification and formatting of text in presentations; creating and formatting diagrams, inserting and changing pictures and drawings, application of animations and transitions effects.			
Literature <ul style="list-style-type: none"> • Др Драган Ћосић, Миодраг Тодоровић, Информационе технологије , БПШ, 2012. • Mr Milorad Marković, ECDL 5.0 Modul 3: Obrada teksta, Microsoft Office Word 2007, Mikro knjiga, 2010 • Mr Milorad Marković, ECDL 5.0 Modul 6: Prezentacije, Microsoft Office PowerPoint 2007 			
Total number of active teaching classes		Lectures: 30	Practical course work: 30
Teaching methods Lecture classes are to provide the students with a theoretical base, while practice classes aim to develop students' practical skills necessary for a successful usage of Windows operating system, software for text formatting (Microsoft Word) and software for power point presentation making (Microsoft Power Point). Practice classes will be realized in a computer lab where students will have at their disposal personal computers. Students can easily keep up with the lectures as there is a video projector to facilitate the learning process. Each student will use a personal computer on which he/she will be able to practice solving simple practical problems (assignments).			
Evaluation (maximum points 100)			
Pre-exam activities	Points	Final exam	Points
active participation in lecture classes	5	Written exam	20
active participation in practical course work	5	Oral exam	25
Colloquium 1	25	
Colloquium 2	20		
Term papers	/		