Informatics II Course

Name of the subject: **Informatics II - BSc**	*SUBJECT code:*	Weekly hours: 2 lectures + 2 practical	Credit: 6
Subject leader: Darko Brodic Dragisa Stanujkic (Milena Jevtic Branislav Ivanov)	*Academi Degree:* *Associate Professor* *Associate Professor* *Assistant* *Assistant*	Prerequisites: Acquired IT knowledge in the subject Computer Science 1	

Purpose : Acquiring higher IT knowledge in information technology

Outcome: Introduction to computer systems and their application for data processing at a higher level

Course description:
Theoretical work:
Microsoft Office: Overview of software package Microsoft Office, The advantages of using packages, basic elements of Microsoft Word, Excel and PowerPoint.
Practical work:
Microsoft Word: Basics of the Microsoft Word
Microsoft Excel: Entering data into a worksheet, work with columns, types and cells, formatting, worksheets, absolute and relative addresses, work with graphic objects, diagrams, internal database, sorting and filtering, subtotals, IF loops, practical exercises in the Excel, applications of the Excel.
Microsoft PowerPoint: Creating presentations, add text to a slide, add, delete and re-arrange slides, types of animation, adding lists, the choice of modes of presentation, presentation design changes, inserting a chart from Excel, practical exercises in Power Point.
Corel: CorelDraw environment, drawing basic shapes, moving and transforming objects, forming Line-Shape tool, cutting objects with a knife, the use of erasers, coloring and filling of objects, the contours of objects, tools for organizing objects, copying, duplication and cloning objects, effects envelope and distortions, and blending contour objects, practical exercises in Corel.
Computers and computer systems:
Hardware: The basic organizational unit of the computer, a block diagram of a computer, input/output units of computers, central processing units of computers, other computer parts and computer systems.
Software: Types of the software, intellectual property, freeware and license software,

Schedule

Weeks	Topics
1.	Basics of the Microsoft Word
2	Rules of writing in Word
3.	Excel – manipulation with the worksheets and data
4.	Excel – Relative addressing
5.	Excel – Absolute addressing

6.	Excel – graphs and their application
7.	Excel – IF loops and functions
8.	Test 1 of the Excel knowledge
9.	PowerPoint – creating a presentation
10.	PowerPoint – design of presentation
11.	PowerPoint – connection with Excel and CorelDraw
12.	Test 2 of the Powerpoint knowledge
13.	Hardware 1
14.	Hardware 2
15.	Licencing Software

Final grade: Activity at lectures (10) + Test 1 (20) + Test 2 (20) + Seminary (10) + Final exam (40) = 100
0-50 – Mark 5
51-60 – Mark 6
61-70 – Mark 7
71-80 – Mark 8
81-90 – Mark 9
91-100 – Mark 10

Compulsory literature:

1. John Walkenbach, Microsoft Excel 2013 Bible, John Wiley & Sons, ISBN: 978-1-118-49036-5
2. Faithe Wempen, Microsoft Powerpoint 2013 Bible, John Wiley & Sons, ISBN: 978-1-118-48811-9
3. Roger Young, How Computers Work: Processor And Main Memory, ISBN: 978-1-442-11398-5

Supplemental literature*:*

1. Darko Brodic, Book of Assignment for Computer Science II, translation in English