

<b>Course title: Practicum in Computer Application</b>
Course code: 60046
ECTS credits: 2
Requirements: None
<b>Basic information</b>
Level of studies: Undergraduate applied studies
Year of study: 1
Trimester: 1
Goal: Training students in Microsoft Office applications for text editing, table-based calculations and creating presentations.
Outcome: Students should be able to use Microsoft Office applications for text editing, table-based calculations and creating presentations.
<b>Contents of the course</b>
Theoretical instruction
Practical instruction (Problem solving sessions/Lab work/Practical training)
1. Microsoft Word: Basic document formatting. Creating columns and lists
2. Microsoft Word: Header and footer. Sections. Styles
3. Microsoft Word: Inserting contents. Inserting objects. Creating and setting tables
4. Microsoft Word: Collaboration
5. Microsoft Excel: Sorting, filtering, formatting. Data validation
6. Microsoft Excel: Formulas and embedded functions
7. Microsoft Excel: Graphs. Pivot tables
8. Microsoft PowerPoint: Editing and formatting slides
9. Microsoft PowerPoint: Inserting pictures, graphs, tables and diagrams
10. Microsoft PowerPoint: Grouping and embedding objects from other applications
11. Microsoft PowerPoint: Slide transition and animation
<b>Textbooks and References</b>
1. Marko Đ. Spasojević, Praktikum iz primene računara, Visoka ICT škola, Beograd, 2014.
2. Joyce Cox, Joan Lambert, Microsoft Word 2010 korak po korak, CET, 2011.
3. Curtis D. Frye, Microsoft Excel 2010 korak po korak, CET, 2011.
4. Joyce Cox, Joan Preppernau, Microsoft Office PowerPoint 2007 korak po korak, CET, 2007.
5. Joyce Cox, Microsoft PowerPoint 2010 Step by Step, Microsoft Press, 1st edition, 2010.

<b>Number of active classes (weekly)</b>
Lectures: 0
Practical classes: 2
Other types of classes: 0
<b>Grading (maximum number of points: 100)</b>
<b>Pre-exam obligations: Points</b>
Activities during lectures:
Activities on practical exercises: 0
Seminary work: 0
Colloquium: 70
<b>Final exam: Points</b>
Written exam: 30
Oral exam:
<b>Lecturer: Milorad Paskaš, PhD</b>
<b>Associate:</b>