

(Table 5.2) Course unit description

Study program : Class Teacher Education, Pre-School Teacher Education, Boarding School Teacher Education			
Type and level of studies: Bachelor studies			
Course unit: An Introduction to ICT			
Teacher in charge : Professor Danimir Mandić, Verica Milutinović			
Language of instruction (<i>English or other foreign language</i>) English			
ECTS: 3			
Prerequisites: none			
Semester (<i>Winter Semester or Summer Semester</i>) Winter Semester			
Course unit objective			
This course, aiming to enhance students' understanding of various issues and applications of information and communication technology (ICT) so that they can use ICT in primary education effectively, provides an overview of contemporary technology for learning including ICT, with emphasis on relating learning ICT to instructional practice in primary education. Introduction to hardware and software platform for computer use, the practical training in the use of different software package, the application of electronic computers in teaching, learning and school administration is provided.			
Learning outcomes of Course unit			
Student knows the role of information technology in primary education and to apply information technology to teaching and learning activities. Student knows how to create a document in word processor, spreadsheet in Excel, draw a picture in Paint, presentation in PowerPoint, use of audio, video and graphic material, find the desired literature using the software to search for books and magazines in the library.			
Course unit contents			
<i>Theoretical classes</i>			
<i>The role of ICT in modern society. Computers in classroom practice and administration. The concept and structure of information systems. Pedagogical effects of the use of computers in education. Hardware. System and application software. Databases. programming methodology. Computer networks. Educational computer software. ECDL.</i>			
<i>Practical classes</i>			
<i>Practical use of Microsoft Office applications in education (like MS Word, Excel, PowerPoint)</i>			
Literature			
Walkenbach, J. (2007). <i>Office 2007 bible</i> . Indianapolis, IN: Wiley.			
Bunzel, T. (2010). <i>Easy Microsoft Office 2010</i> . [Indianapolis, IN: Que Pub.,].			
Rothwell, W. (2006). <i>The handbook of training technologies</i> . San Francisco: Pfeiffer.			
Number of active teaching hours			Other classes
Lectures: 0,5	Practice: 1	Other forms of classes: <i>mentoring system</i>	Independent work:
Teaching methods			
Lectures, practical classes, project development, seminars			
Examination methods (maximum 100 points)			
Exam prerequisites	No. of points:	Final exam	No. of points:
Student's activity during lectures	10	oral examination	<i>30</i>
practical classes/tests	20	written examination	<i>20</i>
Seminars/homework	10	
Project	10		
Other			
Grading system			
Grade	No. of points	Description	
10	95-100	Excellent	

9	85-94	Exceptionally good
8	75-84	Very good
7	65-74	Good
6	55-64	Passing
5	0-54	Failing