

Study program : Hotel and Tourism management				
Type and level of studies: Academic studies, first level				
<b>Course unit: Business informatics (103C)</b>				
<b>Teacher in charge : Danko Milasinovic, PhD</b>				
Language of instruction: Serbian, English				
ECTS: 7				
Prerequisites: None				
Semester: Summer semester				
<b>Course unit objective</b>				
Educate the students to use MS Windows operating system, as well as modern software tools for: word processing, spreadsheet computations, processing drawings and pictures, creating presentations. Training students to use modern computer for communication. Learning the basics of Internet.				
<b>Learning outcomes of Course unit</b>				
The knowledge that students have gained after overcoming the program: Student who is trained to use computers in a way that requires the modern business world. The student has mastered basic word processing, spreadsheets and presentation software, image processing as well as the basics of using the operating system MS Windows.				
The skills that students have gained after overcoming the program: Ability to use modern software packages for common office use. Using the Internet and its services. Use of free software packages as well as online software packages as an alternative to Microsoft software suite for office use.				
<b>Course unit contents</b>				
<i>Theoretical classes</i>				
Introduction, beginning of computer era, computer hardware. Using the MS Windows operating system. Using the software package MS Office. Using image processing and graphics. Fundamentals of computer networks and the Internet. Using the Internet browser, email client for the online service. The basics of information security for modern business. Free software suite OpenOffice. Online software package GoogleDocs. Guidelines for individual work outside the curriculum.				
<i>Practical classes</i>				
Basic concepts in computer science. Operating system MS Windows. Internet and use of basic Internet services. A word processing program. Program for table processing. Program to create presentations. Programs for processing images and videos.				
<b>Литература</b>				
<ol style="list-style-type: none"> <li>1. Данко Милашиновић: Основе пословне информатике; Факултет за хотелијерство и туризам у Врњачкој Бањи, Универзитет у Крагујевцу, 2014.</li> <li>2. Наставни материјал на сајту факултета (скрипте, видео материјали).</li> </ol>				
<b>Literature - English</b>				
<ol style="list-style-type: none"> <li>1. Joan Preppernau, Joyce Cox: Windows 7 Step by Step; Microsoft Press, 2009.</li> <li>2. Katherine Murray: First Look: Microsoft Office 2010; Microsoft Press, 2010.</li> </ol>				
<b>Number of active teaching hours</b>				<b>Other classes</b>
Lectures:	Practice:	Other forms of classes:	Independent work:	<b>1</b>
3	2	-	-	

<b>Teaching methods</b>			
Lectures, theoretical exercises, practical work			
<b>Examination methods (maximum 100 points)</b>			
<b>Exam prerequisites</b>	<b>No. of points:</b>	<b>Final exam</b>	<b>No. of points:</b>
Attendance	10	oral examination	30
Student's activity during lectures	10		
Practical tests	40		
Practical project	10		
<b>Grading system</b>			
<b>Grade</b>	<b>No. of points</b>	<b>Description</b>	
<b>10</b>	<b>91-100</b>	Excellent	
<b>9</b>	<b>81-90</b>	Exceptionally good	
<b>8</b>	<b>71-80</b>	Very good	
<b>7</b>	<b>61-70</b>	Good	
<b>6</b>	<b>51-60</b>	Passing	
<b>5</b>	<b>&lt;51</b>	Failing	

**(Table 5.2) Course unit description**