

Specification of courses for the book of courses			
Study program	Preschool Teacher		
Module			
Type and level of studies	Basic vocational studies - 1st level study program (pr		
Name of the subject	IT Practical course		
Teacher (for lectures)	Predrag Prtljaga, PhD		
Teacher/associate (for practical			
Teacher/associate (for other for			
Year of study when the component is deliv			1
Semester/trimester when the component is			2
Number of ECTS	3	Status of t	compulsory
Condition	no specific conditions		
Goal of the course	Students should be trainted to use computers with Windows OS, to change content of current and to create complex <i>Word</i> documents, more simple <i>Excel</i> spreadsheets and to succesfully use advantages of <i>Internet</i> usage,		
The outcome of the course	At the end of the course, students should achieve computer literacy, to know and properly use computer technology, to use computers with <i>Windows</i> OS, to change content of current and to create complex <i>Word</i> documents, simple <i>Excel</i> spreadheets, to use <i>Internet</i> as a source of		
Course content			
Theory classes			
Practical classes (other forms of teaching, research work during the studies)	Students acquire basic knowledge about history of IT, to get to know elements and principles of work on computer. Students also get to know different Operational Systems and programs that are most frequently used. Students use devices for data entry, as well as using programmes. Students should know <i>Word</i> and <i>Excel</i> at a level that enables them to create new and change existing documents. They should be able to use the Internet and e-mail.		
Bibliography			
1	Пртљага, П. (2009). <i>Информатички практикум</i> , ВШССОВ, Вршац		
2			
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4			
5			
Number of active classes per week during a semester/trimester/ year			
Lectures	Practical classes	Research work during the course	Other classes
	3		
Teaching methods	Practical work in the computer classroom		
Mode of delivery	face-to-face		
Knowledge assessment (maximum number of points 100)			
Pre-exam obligations	Points	Final exam	Points
In class activity		Written exam	
Practical classes	40	Oral exam	30
Colloquium	30		
Seminar papers			
Language of instruction	Serbian/English		