

Course title:

Application software I (Word processors)

Course code	Course status	Semester	Number of ECTS credits	Lecture hours
132001056	Mandatory	I	4	3+0+1

Study program:

Basic applied studies, ELECTRICAL ENGINEERING, study program: Computer engineering (studies last for 6 semesters, 180 ECTS credits).

Prerequisites:

No prerequisites required.

Course aims:

To provide students with knowledge that is required for modern word processors utilization, as well as understanding of application software basic concepts.

Teacher(s) and assistant(s) first and last names:

Ph.D. Radomir Laković – teacher

Ph.D. Miloš Daković – teacher

Ph.D. Vesna Rubežić - assistant

Studying method:

Lectures with numerous examples, laboratory exercises in a computer classroom, individual work on practical tasks, consultations.

Course synopsis:

Preliminary weeks Preparation and semester enrolment.

I week	Introduction. PC configuration, components and its distinguishing characteristics.
II week	Basics of operating systems (especially Windows).
III week	Windows and window parameters setting.
IV week	Data representation in a computer system. Fonts. Basic elements and measuring in typography.
V week	First test
VI week	Notepad. Work with keyboard.
VII week	Free week
VIII week	Microsoft Word structure and files. Word processing with Microsoft Word.
IX week	Word processing with Microsoft Word.
X week	Word processing with Microsoft Word.
XI week	Second test
XII week	Tables in Microsoft Word.
XIII week	Formulas in Microsoft Word.
XIV week	Graphics in Microsoft Word.
XV week	More advanced word processors.
XVI week	Final exam

Final week Administrative procedures.

XVIII-XXI week Additional lessons, correction of the final exam and administrative procedures.

STUDENT WORKLOAD

per week	per semester
Working hours: 4 credits x 40/30 = 5 hours and 20 minutes	Teaching and the final exam: (5.33 hours) x 16 = 85 hours and 20 minutes.
Working hours structure: 3 hours for teaching 1 hour for laboratory exercises 1 hours and 20 minutes for individual work, including consultations.	Necessary preparation (before semester): 2 x (5.33 hours) = 10 hours and 40 minutes. Total work hours for the course: 4 x 30 hours = 120 hours Additional hours for preparing correction of the final exam, including the exam taking: up to 24 hours. Work hours structure: 85 hours and 20 minutes (lectures) + 10 hours and 40 minutes (preparation) + 24 hours (additional work)

Lessons attendance is mandatory for students, as well as doing home and laboratory exercises and both tests.

Literature: Mato Laković, Igor Đurović, TEKST PROCESORI, Podgorica, 2003.

The forms of knowledge testing and grading:

- Home exercises carry 5x1 points.
- Laboratory exercises carry 5x1 points.
- Each test carries 20 points (40 points total).
- Final exam carries 50 points.

Student gets the passing grade by collecting 56 points at least.

Special remarks for the course: Laboratory exercises are organized according to "1 student - 1 computer" rule. Lessons can be thought in groups with more students.

Teacher(s) who provided the information: Ph.D. Radomir Laković

Remark: