



Меѓународен Универзитет Визион - International Vision University
 Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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SYLLABUS

COURSE NAME	COURSE CODE	SEMESTER	COURSE LOAD	ECTS
INFORMATIC	PSY1008	II	180	6

Prerequisite(s)	None
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Course Language	Macedonian, Turkish, English
Course Type	Required
Course Level	First Cycle
Course Lecturer	
Course Assistants	
Classroom	
Extra-Curricular Office Hours and Location	Meeting: Consultancy:

Course Objectives	The course introduces students to the most important information technologies that they will encounter and that they will use in the performance of regular work responsibilities. It will enable students to: understand and discuss the fundamental concepts of computer science; define and analyze the most important information technologies used today in business; be able to use microcomputers as a means of increasing productivity and performance (Windows operating system and Microsoft Office software packages - Word, Excel and PowerPoint, as well as the Internet Explorer browser).
Course Contents	Introduction to computer sciences, Windows operative system, Microsoft Office Word, Microsoft Office Excel and Microsoft Office PowerPoint.

WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

Week	Subjects	Related Preparation
1	Main tasks of Windows Operative System, Internet applications and Control Panel	Related Chapters of Course Sources
2	Microsoft Office Word: Document preparation and file formats	Related Chapters of Course Sources
3	Microsoft Office Word: Page layout, tables and shapes	Related Chapters of Course Sources
4	Microsoft Office Word: References	Related Chapters of Course Sources
5	Microsoft Office Word: Mailings and Review	Related Chapters of Course Sources
6	Preparation of project file	Related Chapters of Course Sources
7	Midterm Exam	Related Chapters of Course Sources
8	Microsoft Office Excel: Workbook, cell operations	Related Chapters of Course Sources
9	Microsoft Office Excel: Formulas	Related Chapters of Course Sources
10	Microsoft Office Excel: Functions and Charts	Related Chapters of Course Sources
11	Microsoft Office Excel: Operation with data (filtering)	Related Chapters of Course Sources
12	Microsoft Office PowerPoint: Fundamentals preparation of .pptx file	Related Chapters of Course Sources
13	Microsoft Office Excel: Presentation with Power Point	Related Chapters of Course Sources
14	Project works	Related Chapters of Course Sources
15	Exam	All Chapters of Course Sources

ECTS / WORKLOAD TABLE

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Exam	1	14	14
Total Work Load			
ECTS		6	

GENERAL PRINCIPLE RELATED WITH COURSE

Dear students,

In order to be included, learn and achieve full success that you deserve in the courses you need to come well prepared by reading the basic and secondary textbooks. We are expecting from you carefully to obey to the course hours, not to interrupt the lessons unless is very indispensable, to be an active participant on the courses, easily to communicate with the other professor and classmates, and to be interactive by participating to the class discussions. In case of unethical behavior both in courses or on exams, will be acting in framework of the relevant regulations. The attendance of the students will be checked in the beginning, in the middle or at the end of the lessons. Throughout the semester the students who attend to all lectures will be given 15 activity-attendance points in addition to their exam grades.

LITERATURE

COMPULSORY LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Ömer Gözü, Selçuk Han Aydın	Temel Bilgisayar Kullanımı	Orta Doğu Teknik Üniversitesi - Bilgi İşlem Daire Başkanlığı	2015
2	Bülent Akbaba	Sosyal Bilgilerde Bilişim Teknolojileri Destekli Materyal Geliştirme	Pegem Akademi	2021
3	Robert J Marks	Introduction to Informatics	World Scientific	2017

ADDITIONAL LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Роналд Л. Греам	Основа на информатиката	Арс ЛАМИНА	2014
2				
3				

EVALUATION SYSTEM

Underlying the Assessment Studies	NUMBER	PERCENTAGE OF GRADE
Attendance/Participation	15	%20
Project / Event	1	%10
Mid-Term Exam	1	%35
Mid-Term Exam	1	%35
TOTAL	17	%100

ETHICAL CODE OF THE UNIVERSITY

In case of the students are cheating or attempt to cheat on exams, and in the case of not to reference the sources used in seminar studies, assignments, projects and presentations, in accordance to the legislations of the Ministry of Education and Science of Republic of Macedonia and International Vision University, will be applied the relevant disciplinary rules. International Vision University students are expected never to attempt to this kind of behavior.