

Study program : Hotel and Tourism management				
Type and level of studies: Academic studies, first level				
Course unit: Business Informatics				
Teacher in charge : Danko Milasinovic, PhD				
Language of instruction: Serbian, English				
ECTS: 7				
Prerequisites: None				
Semester: Winter semester				
Course unit objective				
Equip students with practical and theoretical knowledge for effective use of the Microsoft Windows operating system and contemporary software tools for word processing, spreadsheet analysis, image and graphic editing, and presentation design. Develop competencies in the use of computers for professional communication, collaboration, and data exchange. Introduce students to the foundations of the Internet, cloud services, and information security as essential elements of modern business informatics.				
Learning outcomes of Course unit				
Upon completion of the course, students will understand the fundamental concepts of modern business informatics. They will possess knowledge of the Microsoft Windows 11 operating system, as well as the essential functions of word processing, spreadsheets, and presentation software. Students will also be familiar with the basics of digital image editing, Internet technologies, cloud services, and information security relevant to contemporary business environments.				
Students will be able to apply modern software tools for document creation, data analysis, and presentation of business information. They will demonstrate competence in using the Internet for professional communication and information retrieval. In addition to Microsoft Office applications, students will acquire the ability to work with free and online alternatives (e.g., LibreOffice, Google Workspace), thus developing flexibility in adapting to different business and technological contexts.				
Course unit contents				
<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.				
Литература				
1. Данко Милашиновић: Основе пословне информатике; Факултет за хотелијерство и туризам у Врњачкој Бањи, Универзитет у Крагујевцу, 2014.				
2. Наставни материјал на сајту факултета (скрипте, видео материјали).				
Literature - English				
1. Lambert, J. (2023). <i>Windows 11 Inside Out</i> (ISBN-13: 978-0137691333).				
2. Lambert, J. & Frye, C. D. (2022). <i>Microsoft Office Step by Step (Office 2021 and Microsoft 365)</i> (ISBN-13: 978-0137544936).				
3. Teaching material from the Faculty website.				
Number of active teaching hours				Other classes
Lectures:	Practice:	Other forms of classes:	Independent work:	

3	2	-	-	
Teaching methods				
Lectures, theoretical exercises, practical work				
Examination methods (maximum 100 points)				
Exam prerequisites		No. of points:	Final exam	No. of points:
Attendance		10	oral examination	30
Student's activity during lectures		10		
Practical tests		40		
Practical project		10		
Grading system				
Grade		No. of points		Description
10		91-100		Excellent
9		81-90		Exceptionally good
8		71-80		Very good
7		61-70		Good
6		51-60		Passing
5		<51		Failing

(Table 5.2) Course unit description