

<b>Course syllabus for First cycle studies</b>				
1.	<b>Course title</b>	Fundamentals of Computer Operation		
2.	<b>Code</b>	MDE2E1		
3.	<b>Study Program</b>	Metallurgical Digital Engineering		
4.	<b>Study program organizer (unit, institute, department, division)</b>	Faculty of Technology and Metallurgy, UKIM in Skopje		
5.	<b>Degree (first, second, third cycle)</b>	first		
6.	<b>Academic year / semester</b>	Second/third	7.	<b>Number of ECTS</b>
				4
8.	<b>Instructors</b>	Prof. Beti Andonovikj, PhD Associate Prof. Pavel Dimovski, PhD		
9.	<b>Prerequisites for course enrollment</b>	none		
10.	<b>Objectives of the course syllabus (competences):</b>  The course aims to provide students with basic knowledge of computer operation, including text editing and formatting, working with spreadsheets, and preparing presentations.	<b>Acquired skills (competences):</b>		
11.	<b>Content of the course:</b>  Text Editors: Different writing styles, creating a cover page, table of contents, and index. Inserting Images and Tables: Automatic referencing of images and tables. Data Table Formatting: Preparation for processing and basic data processing functions. Drawing: Diagrams, histograms, and graphs. Presentation Preparation. Use of Online Communication Applications. Introduction to Various Useful Computer Applications.			
12.	<b>Study methods:</b> Laboratory exercises, consultations, project work, and independent learning.			
13.	<b>Total available time</b>	160		
14.	<b>Allocation of available time</b>			
15.	<b>Teaching activities</b>	15.1.	Lectures - Theoretical Instruction:	20 hours
		15.2.	<b>Exercises (Laboratory, Tutorials), Seminars, Teamwork:</b>	40 hours
		15.3	Practical Work:	0 hours
16.	<b>Other types of activities</b>	16.1.	Project Assignments:	40 hours
		16.2.	Independent Assignments:	0 hours
		16.3.	Homework:	60 hours
17.	<b>Grading system</b>			

	17.1.	Tests (Points):	0			
	17.2.	Seminar Work/Project, Written and Oral Presentation (Points):	100			
	17.3.	Final Exam (Points):	0			
18.	<b>Grading criteria (points/grade)</b>	Up to 61 points	5 (five) (F)			
		From 61 to 69 points	6 (six) (E)			
		From 70 to 79 points	7 (seven) (D)			
		from 80 to 89 points	8 (eight) (S)			
		From 90 to 95 points	9 (nine) (B)			
		from 95 to 100 points	10 (ten) (A)			
19.	<b>Prerequisites for taking the final exam</b>	Attended the course				
20.	<b>Language in which lectures are conducted</b>	Macedonian and English				
21.	<b>Method for monitoring the quality of lectures</b>	Self-evaluation, questionnaires				
22.	<b>LITERATURE</b>					
	22.1.	Compulsory literature				
		No.	Author	Title	Publisher	Year
		1.				
		2.				
		3.				
	22.2.	Additional literature				
		No.	Author	Title	Publisher	Year
		1.				
		2.				
		3.				