

Course syllabus for First cycle studies					
1.	Course title	Fundamentals of Computer Operation			
2.	Code	MDE2E1			
3.	Study Program	Metallurgical Digital Engineering			
4.	Study program organizer (unit, institute, department, division)	Faculty of Technology and Metallurgy, UKIM in Skopje			
5.	Degree (first, second, third cycle)	first			
6.	Academic year / semester	Second/third	7.	Number of ECTS	4
8.	Instructors	Prof. Beti Andonovikj, PhD Associate Prof. Pavel Dimovski, PhD			
9.	Prerequisites for course enrollment	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.	Total available time		160		
14.	Allocation of available time				
15.	Teaching activities	15.1.	Lectures - Theoretical Instruction:	20 hours	
		15.2.	Exercises (Laboratory, Tutorials), Seminars, Teamwork:	40 hours	
		15.3	Practical Work:	0 hours	
16.	Other types of activities	16.1.	Project Assignments:	40 hours	
		16.2.	Independent Assignments:	0 hours	
		16.3.	Homework:	60 hours	
17.	Grading system				

	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.						