DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	**Basics of Informatics**				
Study programme	**Professional undergraduate study Entrepreneurship**				
Status of a course	Obligatory				
Year of study	1	**Semester (Winter/Summer)**	W	**ECTS credits**	6

Goals of a course

Students will acquire basic knowledge, skills and competencies related to informatics, information and communication technology and information systems, necessary for understanding and application of the same in enterprise and further studies and life-long learning programmes.

Conditions for enrolling course

No conditions

Learning outcomes on a level of a study programme which includes course

Outcome 1: Apply appropriate methods and procedures in preparing information for business decisions.
Outcome 2: Apply professional knowledge and skills in business operations and in upgrading an existing business entity or in establishing a new one.
Outcome 5: Design and substantiate entrepreneurial idea through a business plan.
Outcome 6: Create a plan for purchasing, sales and marketing activities.
Outcome 14: Apply basic environmental research methods.
Outcome 15: Independently prepare and present professional content using information and communication tools.

Expected learning outcomes on a level of a course

1. Define basic concepts in computer science
2. Distinguish hardware and software components of a computer system and their function.
3. Use computer networks and Internet services to browse information, communicate and share content.
4. Apply word processor software to edit text content combined with tables and images.
5. Apply digital spreadsheets for numerical data processing and graphical representation.

Content of a course

Informatics. Information. Information society. Information technology. A computer. Program support. Communications. Organization and information. System concept and definition. Theory of organization, management and decision-support models. Information systems. Expert systems. Development of data processing. Computer systems and their development. Choice of computer facilities. Mathematical and logical fundamentals of a computer. Presenting and organizing data. Redundancy. Program support for computer functioning. The evaluation of software facilities. Computer networks. Multimedia. Information system security. User information systems.
Windows, Word, Excel, Access and Internet.

Teaching modes	☒ lectures ☐ auditory exercises ☒ seminars and workshops ☐ distance learning ☐ field classes	☒ individual assignments ☐ multimedia and network ☐ laboratory ☐ supervisor's work ☐ other _____

Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.