

Course Title	Computer Application Software				
Faculty	Faculty of Law and Business Studies dr Lazar Vrkatic				
Study Programme	Business Psychology				
Professor	Tanja Kaurin, assistant prof.		Contact (e-mail address)	tanja.kaurin@useens.net	
Code		Course level	undergraduate (BA)	ECTS credits	5
Description (max. 100 words)	<p>The aim is to familiarize students with text processing software and tools, creating tables and graphs for professional or personal needs. Students will gain basic knowledge for working in adequate program packages as well as with Microsoft OS files. Emphasis is put on digital way of thinking for problem solving in situations such as</p> <ul style="list-style-type: none"> • logical thinking and data analysis • Recognition, analysis and use of ready-made solutions with the aim of efficient problem solving with the available resources • Problem formulation adequate for working with computers • Generalizing the problem solving processes for application in series of similar problems 				
Learning outcomes (max. 50 words)	<ul style="list-style-type: none"> • Create and work with a document, tables, clip art and pictures • use a range of font formatting techniques • create and work with a new workbook • understand, create and work with formulas and functions used to perform calculations • create effective charts • create a new presentation with charts, tables, pictures and animations. 				
Semester	2		Maximum number of visiting students		
Language	Serbian		Available for international students (YES or NO)	YES	