**Incoming student mobility**

**UNIOS University Unit: Faculty of Education**

**COURSES OFFERED IN FOREIGN LANGUAGE**

**FOR ERASMUS+ INDIVIDUAL INCOMING STUDENTS**

|  |  |
| --- | --- |
| **Department or Chair within the UNIOS Unit** | Department of Natural Sciences |

|  |  |
| --- | --- |
| **Study program** | **Integrated undergraduate and graduate class teacher studies** |

|  |  |
| --- | --- |
| **Study level** | **Integrated undergraduate and graduate level** |

|  |  |
| --- | --- |
| **Course title** | **Word processors** |
| **Course code (if any)** | **UIN1001** |
| **Language of instruction** | **English** |
| **Brief course description** | **A short historical overview of word processing software from line editors to WYSIWYG editors. Basic functions of text editors: (writing, editing, saving, printing). Hardware necessary for text editing. MS-WORD editor. Using files. Word processing facilities and writing tools. Text and page editing. Using tables, figures and diagrams. Printing and printing options Historical overview of development. Cells and their contents in word processing software context... Using simple functions. Graphs and charts. Practical work: exercises on computers during which student should acquire skills and knowledge of using an MS-WORD editor for text processing. One exercise would be organized as a visit to a publishing company which uses text processing for publishing books, journals or newspapers.** |
| **Form of assessment** | **course attendance, activity during lessons, seminar/workshop, written exam, continuous assessment, individual tutoring** |
| **Number of ECTS** | **2** |
| **Class hours per week** | **1 + 1** |
| **Minimum number of students** | **5** |
| **Period of realization** | **winter semester** |
| **Lecturer** | **Vjekoslav Galzina** |