



## COURSE REGISTRATION FORM

<b>Teacher</b>	Edin Dolićanin
<b>University</b>	State University of Novi Pazar
<b>Course</b>	Application software
<b>Target</b>	Agricultural Middle Schools
<b>Type</b>	blended
<b>Duration</b>	1 day - 8 hours

<b>Description</b>	<p>Application programs are programs that allow users to use them to solve various computer problems. It is most of the programs used by computer users for everyday work, and called user software.</p> <p>The purpose of this course is that students acquire basic knowledge about the use and possibilities of application software as well as to enable their use in data processing, presenting lectures, creating quizzes and tests, finding literature and teaching materials.</p> <p>The course includes a series of lectures on the basic functions, options and instructions for the practical implementation of application software. The course will be realized through direct communication teachers and students, as well as individual work on the computer.</p>
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<b>Contents</b>	<ol style="list-style-type: none"><li>1. Hardware</li><li>2. <i>Windows OS</i></li><li>3. Introduction in <i>Moodle</i></li><li>4. <i>Word</i></li><li>5. <i>Excel</i></li><li>6. <i>PowerPoint</i></li><li>7. Basic of internet</li></ol>
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<b>Objectives</b>	<ol style="list-style-type: none"><li>1. Gaining knowledge and understanding of the basic operation of application software</li><li>2. Development of self-implementation of application software in daily practice</li></ol>
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<b>Activities</b>	<ol style="list-style-type: none"><li>1. Introduction to the course will begin with a discussion with the students to check the level of information about the application software.</li><li>2. Each topic will be implemented through individual work of students, who will get a specific task in accordance with prior knowledge. Participants will choose the appropriate topic in the field of agriculture, veterinary or food processing that should be dealt with the use of application software.</li><li>3. Using <i>Moodle</i> applications, participants will create lessons and quizzes for high</li></ol>
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school students

4. After each covered topics, participants will apply the knowledge gained through independent practical work on the computer.
5. Checking the knowledge of participants will be carried out through tests (3 in total) and quizzes on *Moodle* (3 in total). Checking for *Moodle* will be carried out by direct communication trainers and trainees.

Evaluation of knowledge:

Activity	Points
Test (3 x 15)	45
Quiz (3 x 15)	45
<u>Moodle (1 x 10)</u>	<u>10</u>
Total	100

**Materials**

1. *PowerPoint* presentation
2. *Moodle* application
3. Printing papers