

<b>Course</b>	<b>BASIC INFORMATICS</b>		
<b>Language of Instruction:</b>	English	<b>Level</b>	I.
		<b>ECTS</b>	7
<b>Required Prerequisites:</b>	None	<b>Number of hours</b>	15
<b>Holder</b>	Bojan PEČEK, MSc.	<b>Semester</b>	Autumn and spring
	bojan.pecek@fu.uni-lj.-si		
<b>Methods of teaching:</b>	<i>lectures and seminars</i>		
<b>Form of Assessment:</b>	<i>seminar work and an oral exam</i>		

### 1. Course aim

Practical Informatics is an intensive introduction to basic informatics concepts. The course is intended both for those with a limited background in informatics as well as those wishing to enhance their foundation and understanding of core informatics principles. Participants will learn fundamental concepts upon which they can build a better understanding of the role for informatics in business or public administration.

### 2. Course contents

1. Introduction to the discipline and its purpose. Definition of basic concepts.
2. Informatics and society, development of information society. Specifics and characteristics of informatics in public sector.
3. Systems and information systems basis. Data and information: definition and understanding the difference between both concepts. Definition of information systems. Types and tasks of information systems. The role of information systems in organisations. Information systems and management. Technological basis of IS.
4. Core trends in informatization of public administration. Service provision on Internet. E-government, e-documents. Concepts of informatization of processes and procedures.
5. Technological basis of informatics.

### 3. Student obligations

Preparation and presentation of a seminar paper, active participation in the course and oral exam.