PRAKTIKUM – OBVLADOVANJE BESEDIL

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	PRAKTIKUM – OBVLADOVANJE BESEDIL
Course title:	PRACTICUM – MASTERING TEXTS
Članica nosilka/UL Member:	UL FU

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Uprava, prva stopnja, visokošolski strokovni	Uprava (študijski program)	2. letnik, 3. letnik	1. semester	izbirni

Univerzitetna koda predmeta/University course code:	0070587
Koda učne enote na članici/UL Member course code:	1644

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
20				90	70	6

Nosilec predmeta/Lecturer:	Damijana Keržič

Vrsta predmeta/Course type:	Izbirni/Elective

Jeziki/Languages:	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:	Prerequisites:
Opravljen 1603 Računalniški praktikum	Passed the exam 1603 Računalniški praktikum

Vsebina:	Content (Syllabus outline):
1. Word – napredno - Nastavitve in prilagoditve urejevalnika - Spajanje dokumentov (priprava nalepk, množična pisma) - Ustvarjanje obrazcev - Zaščita dokumenta (z geslom), omejeno urejanje 2. Odprtokodni programi za oblikovanje besedil 3. Okolje za skupno rabo in sodelovanje 4. Oblikovanje besedil v LMS okolju 5. Vsebine, vprašanja	1. Advance functionalities usage of MS Word - Personalization of text editor - Serial letter, mail merge - Creating fillable forms using fields - Protecting document (encrypt with password), restrict editing 2. Open source text editor 3. Shared and collaborative environment 4. Text formatting in LMS environment 5. Content, questions

Temeljna literatura in viri/Readings:

- Keržič, D. & Dečman, M. (2015) Informatika. Del 1, Urejevalniki besedil in svetovni splet. 1. objava. Ljubljana: Fakulteta za upravo.

- Lambert, J., & Cox, J. (2013). Step by Step. Microsoft Word 2013. Dosegljivo na: https://dbgyan.files.wordpress.com/2013/02/0735669120_wor.pdf
- Gradiva v spletni učilnici

Cilji in kompetence:	**Objectives and competences:**
Cilji	Objectives
• pridobiti napredna znanja in spretnosti oblikovanja daljših besedil	• acquire advanced knowledge and skills of creating longer texts
• seznaniti s pravilnim navajanjem virov v APA slogu in uporabo orodij, ki so za to namenjena	• acquaint with correct quoting sources in APA style and learn how to use tools for this purpose
• usposobiti za učinkovito izdelavo serijskih pisem	• accustom for the efficient production of serial letters
• usposobiti za izdelavo obrazcev	• acquire knowledge for making of forms
• spoznati z odprtokodnim programom za urejanje besedil	• introduce with open source software for word processing
• spoznati z urejanjem besedil v okolju LMS	• introduce with text formatting in LMS enviroment
• usposobiti za delo v okoljih za skupno rabo in sodelovanje	• acquaint with shared and collaborative environment
Kompetence	Competences
• sposobnost uporabiti jezikovne funkcionalnosti urejevalnika besedil	• ability to use language functionalities of text editor
• sposobnost oblikovanja obrazcev in serijskih pisem	• ability to design forms
• obvladovanje pravil citiranja in navajanja virov	• capacity to understand the importance of citations and correct use of it
• sposobnost uporabiti odprtokodni program za oblikovanje besedila	• ability to use open source software for text formatting
• sposobnost oblikovanja besedil v LMS okolju	• ability to edit and design text in LMS
• sposobnost delovanja v sodelovalnem okolju	• ability to work in shared and collaborative environments

Predvideni študijski rezultati:	**Intended learning outcomes:**
• zna uporabiti napredne funkcionalnosti Worda	• know how to use advanced Word functionalities
• zna organizirati in izdelati serijska pisma	• know how to organize and create serial letters
• zna izdelati obrazec	• know how to create form
• pozna in zna uporabiti pravila citiranja	• know how to apply rules of citation
• pozna pomen odprtokodnih programov za urejanje besedil	• know the meaning of open source software for word processing
• zna oblikovati besedila v LMS	• know how to use tools for editing text in LMS
• zna uporabiti sodelovalno okolje za skupinsko delo	• know how to use collaborative environment

Metode poučevanja in učenja:	**Learning and teaching methods:**
• priprava študenta na predavanje	• student preparations for lectures
• predavanje	• lecture
• aktivno sodelovanje študenta	• active participation of student
• samostojno delo na računalniku	• individual work with computer
• seminarska naloga	• seminar paper
• e-učenje	• e-learning

Načini ocenjevanja:	**Delež/Weight**	**Assessment:**
1. pisni in/ali ustni izpit	40,00 %	1. written and/or oral exam
2. seminarska naloga z ustnim zagovorom	60,00 %	2. seminar work with oral presentation

Reference nosilca/Lecturer's references:

- Keržič, D. in drugi. (2021). Academic student satisfaction and perceived performance in the e-learning environment during the COVID-19 pandemic: Evidence across ten countries. *PloS one, 16*(10), 1-23. DOI: 10.1371/journal.pone.0258807
- Keržič, D., Aristovnik, A., Tomaževič, N. in Umek, L. (2019). Assessing the impact of students' activities in e-courses on learning outcomes : a data mining approach. *Interactive technology and smart education : promoting innovation and a human touch*, 16(2), 117-129. DOI: 10.1108/ITSE-09-2018-0069
- Keržič, D., Tomaževič, N., Aristovnik, A. in Umek, L. (2019). Exploring critical factors of the perceived usefulness of blended learning for higher education students. *PloS one*, *14*(11), 1-18. DOI: 10.1371/journal.pone.0223767
- Keržič, D., Danko, M., Zorko, V. in Dečman, M.. (2021). The effect of age on higher education teachers' ICT use. *Knowledge management & e-learning: an international journal*, *13*(2), 182-193. DOI: 10.34105/j.kmel.2021.13.010
- Umek, L., Aristovnik, A., Tomaževič, N. in Keržič, D. (2015). Analysis of selected aspects of students` performance and satisfaction in a Moodle-based e-learning system environment. *Eurasia journal of mathematics, science and technology education*, *11*(6), 1495-1505. DOI: 10.12973/eurasia.2015.1408a
- Aristovnik, A., Keržič, D., Ravšelj, D., Tomaževič, N. in Umel, L. (2020). Impacts of the COVID-19 pandemic on life of higher education students: a global perspective. *Sustainability*. 12(20), 1-34. DOI: 10.3390/su12208438
- Umek, L., Keržič, D., Aristovnik, A. in Tomaževič, N. (2017). An assessment of the effectiveness of Moodle e-learning system for undergraduate public administration education. *International journal of innovation and learning*. 21(2), 165-177. DOI: 10.1504/IJIL.2017.081939