Study programme: BSc in Biology

Level: bachelor degree

**Course title:** Software for data processing

Lecturer: dr Ljiljana Cvetković

Status: elective

**ECTS**: 5

Requirements: none

## Learning objectives

Introduction to the basic principles of work on personal computers, notably the Windows operating system, word processor Word, spreadsheet program Excel, a program for creating PowerPoint presentations and the basic principles of operation and use Intenet. Introduction to the specialized packages for statistical data processing.

## Learning outcomes

Competence of students to, based on acquired knowledge, independently different software packages for data processing, as well as to independently solve the problems of the experimental data processing in the scientific environment.

# Syllabus

Theoretical instruction

Windows. Word environment, entering and formatting text, subsequent correction of the already entered text, import images, create tables. Spreadsheet program Excel, the concept of the cell address and its role, functions and formulas in Excel, statistical functions built into Excel, creating graphs. Creating a presentation in PowerPoint. An understanding of the functioning of the Internet and its proper use. Introduction to basic principles of software packages for data processing. The software package "Statistics".

Practical instruction

Exercises through concrete examples from practice that completely follow the lectures.

#### Literature

Agresti, A., Franklin, C. (2007): Statistics: The Art and Science of Learning From Data. Prentice Hall.
Cvetković, LJ. (1996): Matematika sa statistikom. PMF, Institut za matematiku, Novi Sad.

3. Cvetković, LJ., Obrovski, J., Kostić, V. (2003): Priručnik iz informatike. Futura publikacije, Novi Sad. Weekly teaching load

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Lectures:	Practicals	Other forms of teaching:	Student research:	Other:
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### **Teaching methodology**

Lectures followed by numerous examples. Students work independently on exercises. Assessment of knowledge - tests.

Grading method (maximal number of points 100)					
Pre-exam obligations	points	Final exam	points		
Colloquia	60	Oral exam	40		