EFFECTUS
University of Applied Sciences

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course leader	**Vladimir Šimović, prof. PdD**	
Name of the course	**Business Informatics**	
Study program	**Professional Short Study Entrepreneurship**	
Course status	Compulsory	
Year	First year	
Point value and method of teaching	ECTS student load coefficient	6
	Number of hours (L+E+S)	(30+30+0)

DESCRIPTION OF THE COLLEGE
1.1. Objectives of the college
The aim of this course is to develop students' ability to master basic knowledge of information and communication technology, enabling them to acquire knowledge and basic skills in computer operation and fundamental software systems. This lays the foundation for developing specialized knowledge necessary for managing information in business. Students will become familiar with the MS Windows operating system and the basic office software package MS Office, which will help them gradually master and create new materials on their own. Additionally, students will be introduced to practical problems that can be solved using the Windows operating system and the Office software package.
1.2. *Conditions for course enrollment*
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1.3. *Expected learning outcomes for the course*
Students should be able to: 1. ***Integrate tools, functions, and formulas of spreadsheet programs to format and calculate data and manage workbooks effectively.*** 2. ***Format documents using the tools and features of word processing programs.*** 3. ***Master spreadsheet programs and word processing programs to quickly create circular documents.*** 4. ***Master the tools and features of presentation software to create and manage presentations effectively.*** 5. ***Identify the tools and capabilities of web browsers to find information and search content on the Internet.*** 6. ***Organize data on the computer within disks and directories efficiently.***
1.4. *Course content*

Introduction to Excel
Launching Excel
Excel window
Workspace, columns, rows, and cells
Sheets
Formatting and editing data in cells (font, bold, italic, style, etc.)
Writing formulas
Entering data and formulas in an Excel worksheet
Entering data into cells
Editing cells
Automatic data entry into a range of cells
Entering simple arithmetic operations
Building formulas
Copying formulas to other cells
Using built-in functions
Using Charts in Excel
Creating charts
Formatting titles, axes, and legends
Changing the chart type
Introduction to Word
Launching Word
Word window
Entering and editing text
Creating a new document
Text input
Text editing
Text alignment
Text formatting
Font type and size
Spacing between characters and paragraphs
Working with text paragraphs and using the ruler
Using styles
Paragraph numbering
Page formatting
Margins and page orientation
Header and footer
Page numbering
Section division
Tables and images in Word
Creating a table
Working with cells
Adding an image
Image positioning
Excel and Word
Copying charts to Word
Mail merge (letters and labels)
Introduction to PowerPoint
Launching PowerPoint
PowerPoint window
Adding and removing slides
Selecting a theme

Working on a presentation
Text input
Template modification (Layout)
Importing images
Creating a custom theme
Animations and transitions
Animating objects
Adding transitions
Automatic transition to a new slide
Internet
Basic internet terms
How the internet works
Internet browser
Email
Basics of working on a computer and the Windows operating system
Hardware and Software
Computer components
Operating system
Data organization on a computer - files and directories
Data management on a computer
Computer protection - Antivirus and Data Backup

1.5. *Types of teaching*	☒ lectures ☐ seminars and workshops ☒ exercises ☐ distance education ☐ field work	☒ independent tasks ☐ multimedia and network ☒ laboratory exercises on computers ☐ mentoring work ☐ the rest _____

1.6. *Obligations of students*

The obligations of students are prescribed in detail in the Statute, the Rules of Study and the Instructions on Student Obligations. The key obligations of students are:
ATTENDANCE AT CLASSES: students have an obligation to attend classes, actively monitor lectures and exercises, and participate constructively in classes, and in order to acquire the right to sit for the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, his attendance at classes is recorded through the Infoeduk digital attendance system. The minimum obligations are:
• Full-time students must attend at least 70% of the total number of hours of classes in order to exercise the right to sign.
• Part-time students must attend at least 50% of the total number of hours of classes in order to exercise the right to sign.
EXAMINATION: to obtain a positive grade in the course, it is necessary
collect at least 54 points from the subject, but also at least 50% points for each learning outcome. The method of taking the exam is described in more detail in the section Assessment and evaluation of students' work during classes and on the final exam.
EXERCISE ACTIVITIES: Active participation in exercises, repetition of material by solving practical tasks on the

computer
PRACTICAL WORK: Unannounced school assignments with practical tasks and limited time to solve them on the computer

1.7. *Monitoring of students' work (add X next to the appropriate form of monitoring)*

Attending classes	X	Activity in exercises	X	Seminar work		Experimental work	
Practical exam on the computer	X	Oral examination		Essay		Research	
Project		Continuous verification of knowledge	X	Report		Practical work	X
Portfolio							

1.8. *Assessment and evaluation of student work during classes and at the final exam*

Assessment and evaluation of students' work during classes and at the final exam is carried out based on the Study Regulations of the EFFECTUS University.

For students to progress more effectively in classes, lectures, activity in exercises, continuous knowledge verification (interim exams, activity in exercises), practical work on the computer and an exam are conducted. In this way, students adopt smaller teaching units and master the course material more easily.

Grades are calculated based on the following distribution of points:

Assessment and Student Engagement in the Course

The course structure is designed to promote active student participation and ensure a comprehensive evaluation of their knowledge and practical skills. The total ECTS credit allocation for the course is 6, distributed across various academic activities, including class attendance, midterm exams, lab exercises, practical assignments, and the final exam. Each component contributes to the learning process, ensuring that students develop both theoretical understanding and hands-on experience.

Class Attendance

Class attendance is an essential component of the course, carrying 2 ECTS credits. Students are required to actively participate in lectures and practical exercises, covering learning outcomes 1 to 6. Attendance is systematically recorded, but it does not contribute to the final grade as it is a prerequisite for completing the course.

Midterm Exams

Midterm exams serve as a key assessment method and are allocated 1 ECTS credit. The first midterm exam evaluates learning outcomes 1 to 3, while the second midterm exam assesses learning outcomes 4 to 6. These exams involve a practical assessment on a computer, where students solve applied tasks. The grading criteria allocate up to 12 points per learning outcome, with a maximum of 36 points per midterm, resulting in a total of 72 points.

Lab Exercises

Active participation in lab exercises is crucial for reinforcing knowledge through practice. This component carries 1 ECTS credit and aligns with learning outcomes 1 to 6. Students engage in solving practical tasks on a

computer, revising key concepts covered in lectures. The assessment includes practical tasks graded with a maximum of 10 points, distributed as follows:

Learning outcomes 1, 2, 3, and 4 – up to 2 points per outcome
Learning outcomes 5 and 6 – up to 1 point per outcome

Practical Assignments

To strengthen hands-on skills, 2 ECTS credits are assigned to unannounced in-class assignments, which consist of time-limited practical tasks on a computer. These assignments are an essential part of the learning process, encouraging students to apply their knowledge in real-time problem-solving. The grading criteria allocate up to 3 points per learning outcome, with a maximum of 18 points available.

Final Exam

The final exam is a comprehensive assessment covering all six learning outcomes. It consists of various question types and requires students to submit completed assignments as part of the evaluation. The grading is based on accuracy and problem-solving skills, with a maximum of 90 points available.
Total ECTS and Grading Distribution

The overall assessment structure amounts to 6 ECTS credits and a total of 100 points. Each component is designed to foster active learning, analytical thinking, and practical application, ensuring that students develop both theoretical knowledge and essential technical skills.

**FINAL EXAM - a student who, during the continuous assessment of knowledge, did not meet the requirements for passing the exam (achieved a total of at least 54 points in the course and met the lower point threshold for acceptance of each learning outcome, i.e. a minimum of 50% points for each learning outcome), can take the learning outcomes of the course in the final exam. On the final exam, it is possible to achieve a maximum of 90 points (100 – activity in exercises 10 points = 90 points). The student can get additional points on the Challenge learning outcome.*

The student can earn points for practical work by submitting homework before the exam date.

NAME OF THE LEARNING OUTCOME	***INTERMEDIATE EXAM/EXAM***	***ACTIVITY AT EXERCISES***	***PRACTICAL WORK***	***TOTAL***
OUTCOME 1	*12*	*2*	*3*	*17*
OUTCOME 2	*12*	*2*	*3*	*17*
OUTCOME 3	*12*	*2*	*3*	*17*
OUTCOME 4	*12*	*2*	*3*	*17*
OUTCOME 5	*12*	*1*	*3*	*16*
OUTCOME 6	*12*	*1*	*3*	*16*

TOTAL	***72***	***10***	***18***	***100***

Evaluation:

To achieve a positive grade in the course, the student must cumulatively fulfill two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for acceptance of each individual learning outcome, which is 50% of the total points of the learning outcome.

Grades are calculated based on the following distribution of points:

NUMBER OF POINTS	*GRADE*
0,00 – 53,90	Unsufficient (1)
54,00 – 64,90	Sufficient (2)
65,00 – 79,90	Good (3)
80,00 – 89,90	Very Good (4)
90,00 i više	Excellent (5)

The assessment is carried out in a transparent way by collecting points. The subject is evaluated with 100.00 points (with the possibility of obtaining an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - the student through the Challenge learning outcome has the opportunity to obtain an additional maximum of 8 points; the student independently chooses one of the activities proposed in the first lesson, and has the option to independently propose an activity with which he wants to increase the number of points and, with the consent of the subject holder, achieves them according to the criteria of the subject. The points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved constitutes an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically coded permit to take the exam.

1.9. *Mandatory literature and the number of copies in relation to the number of students currently attending classes in the course*

Title	*Number of copies*	*Number of students*
The Microsoft Office 365 Bible, James Holler, Independently published (2022)	*50*	*50*

1.10. Supplementary literature

Applied statistics in MS EXCEL, Milan Papić, Naklada Zoro (2018)

1.11. Methods of quality monitoring that ensure the acquisition of output knowledge, skills and competences

• Statistical processing and analysis of exam results (checking for Gaussian curve/normal distribution of success, comparing and tracking exam results across different cohorts, analyzing understanding of individual modules/questions on the exam, etc.),
• Conducting surveys among students,
• Evaluation and self-assessment of instructors,
• Achieved results and level of knowledge demonstrated during the preparation and defense of the final thesis (for students who choose a thesis in this subject),
• Analysis of quality center manager reports,
• Feedback from graduates on the usefulness of the content of this subject in their professional activities.