

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course Holder	dr.sc. Danijela Pongrac dr.sc. Roman Domović	
Name of the College	Basics of Computer Science	
Study program	Professional Undergraduate Study – Finance and Business Law	
Status of the College	Mandatory	
Code	OI-20	
Year	Year 1	
Point value and method of teaching	ECTS Student Workload Coefficient	6
	Number of hours (P+H+S)	30+30+0

DESCRIPTION OF THE COLLEGE
<i>1.1. Objectives of the course</i>
The aim of this course is to develop the ability of students to master basic knowledge of information and communication technology, whereby students acquire knowledge and basic skills in operating computers and basic software systems, in order to create a foundation on which they will develop specialized knowledge necessary for information management in business. Students will get acquainted 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. Likewise, students are introduced to practical problems that can be solved with the use of the Windows operating system and the Office software package.
<i>1.2. Requirements for enrolment in the course</i>
No conditions
<i>1.3. Expected learning outcomes for the course</i>

Students should be able to:

1. Integrate tools, functions, and formulas of spreadsheet programs for the purpose of formatting and calculating data and managing workbooks.
2. Format a document using the tools and capabilities of a word processor.
3. Master spreadsheet and word processing programs for the purpose of fast creation of circular documents.
4. Master the tools and capabilities of programs for creating presentations for the purpose of creating and managing a presentation.
5. Determine the tools and capabilities of web browsers for the purpose of finding information and searching for content on the Internet.
6. Organize data on your computer within disks and directories.

*1.4. The content of the course***Introduction to Excel Launch Excel Excel Window**

- Desktop, Columns, Rows & 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
- Automatically enter data into a range of cells Enter simple calculation operations Compose formulas
- Copy formulas to other cells Using built-in functions

Using Charts in Excel

- Create a chart
- Format titles, axes, and legends Change the chart type

Introduction to Word

- Start Word
- Word window
- Entering and editing text
- Create a new document

- Text editing
- Align text
- Text formatting
- Font type and size
- Spacing between characters and paragraphs
- Working with Text Paragraphs and Using Ruler
- Use styles
- Paragraph numbering

Formatting pages in Word

- Margins and page orientation
- Page header and footer
- Page numbering
- Division into sections

Tables and figures in Word

- Creating a table
- Working with cells
- Add an image
- Image positioning

Excel and Word

- Copying a chart to Word
- Mail merge – circular letter (letters and labels)

Introduction to PowerPoint

- Launch PowerPoint and PowerPoint window
- Add and move slides
- Choosing a topic

Work on a PowerPoint presentation

- Text input
- Modification of the Layout
- Import pictures
- Create your own theme

Animations and transitions in PowerPoint

- Animate objects
- Add a transition
- Automatic transition to a new slide

Internet

- Basic terms on the Internet
- How the Internet Works
- Internet browser
- E-mail

Basics of working on a computer and Windows operating system

- Hardware & Software
- Computer components
- Operating system
- Organization of data on the computer - files and directories

- Manage data on your computer
- Computer Protection - Antivirus and Data Backup

1.5. Types of teaching (put X)

- | | |
|---|---|
| ☒ Lectures | ☐ Independent tasks |
| ☐ Seminars and workshops | ☐ Multimedia & Network |
| ☒ Exercises | ☐ Laboratory |
| ☐ Distance education | ☐ mentoring work |
| ☐ Field Teaching | ☐ other _____ |

1.6. Obligations of students

Student obligations are prescribed in detail by the Statute, the Study Regulations and the Instructions on Student Obligations. The key obligations of students are:

ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum commitments are;

- *Full-time students must attend at least 70% of the total number of classes to be eligible to sign.*
- *Part-time students need to attend at least 50% of the total number of teaching hours to be eligible to sign.*

EXAM: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.

**FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination (has achieved a total of at least 54 points in the course and met the lower point threshold for the acquisition of each learning outcome, i.e. at least 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.*

**CONTINUOUS ASSESSMENT: In order to improve the effective progress of students in teaching, continuous examinations (2 intermediate exams) are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.*

**EXAMS and INTERMEDIATE EXAMS in the course are conducted by solving practical tasks on the computer. In this way, the student presents the acquired knowledge and skills according to the learning outcomes.*

1.7. Monitoring of student work (add X with the appropriate form of monitoring)

Attendance	x	Teaching activity		Term paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Design		Continuous assessment*		Paper		Practical work	
Portfolio							

1.8. Assessment and evaluation of students' work during classes and at the final exam

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

Allocation of points according to the forms of student work monitoring:

	<i>Attendance</i>	<i>Written exam</i>	<i>Design</i>	<i>Term paper</i>	<i>Practical work</i>	<i>Total</i>
<i>I1</i>		16				16
<i>I2</i>		16				16
<i>I3</i>		16				16
<i>I4</i>		16				16
<i>I5</i>		16				16
<i>I6</i>		16				16

	OUT OF THE BOX	4					4	
	TOTAL	4	96				100	

Linking learning outcomes, teaching methods and methods of assessment of knowledge:

FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	METHOD OF ASSESSMENT KNOWLEDGE	Maximum number of rating points
Written exam	OUTCOME 1 Use the tools, functions, and formulas of spreadsheet programs for the purpose of formatting and calculating data and managing workbooks.	Lecture	Practical task – to show the use of a spreadsheet program; arrange data in worksheets; apply rules to create their own functions over the data; Display tabular data in the form of a graph	48
		Exercises on the computer – creating an Excel document, entering data into worksheets, writing your own formulas, using ready-made formulas and generating data graphs		
	OUTCOME 2 Format a document using the tools and capabilities of a word processor.	Lecture	Practical task – to demonstrate the use of word processors; arrange the data on the pages of the document; Use text and page formatting options. display data in tables in the document; Arrange images in document	
		Exercises on the computer – creating a Word document, entering, editing and formatting text, formatting pages and using tables and images in a Word document		
	OUTCOME 3	Lecture	Practical task – to connect data from	

		Use the possibilities of connecting spreadsheet and word processing programs for the purpose of fast creation of circular documents.	Exercises on the computer – combining data from Excel into a Word document. Creation of circular documents (contracts, letters, stickers ...)	the program and create spreadsheets and word processing programs; Use data from a spreadsheet to create multiple documents based on a given template in a word processor	
Written exam	OUTCOME 4 Use the tools and capabilities of the presentation program to create and manage the presentation.	Lecture	Exercises on the computer – creating and editing a PowerPoint document, managing animations and transitions, using themes	Practical task – to demonstrate the use of a program for creating presentations; use the tools of the program to format the document; Choose the appropriate animations, transitions, and theme in your presentation	48
		Lectures	Exercises on the computer – use of the Internet, search for content, use of e-mail	Practical task – to demonstrate the use of an Internet browser to find information and search for content on the Internet; use an e-mail program to send solutions	
	OUTCOME 5 Use the tools and capabilities of web browsers for the purpose of finding information and searching for content on the Internet.	Lecture	Exercises on the computer – using the basic features of the	Practical task – to demonstrate the use of basic tools of the Windows operating system for managing files and directories; show the use of basic tools of the Windows operating system to collect information about hardware and software on a computer; use an	
		Lectures	Exercises on the computer – using the basic features of the	Practical task – to demonstrate the use of basic tools of the Windows operating system for managing files and directories; show the use of basic tools of the Windows operating system to collect information about hardware and software on a computer; use an	
	OUTCOME 6 Organize data on your computer within disks and directories.	Lecture	Exercises on the computer – using the basic features of the	Practical task – to demonstrate the use of basic tools of the Windows operating system for managing files and directories; show the use of basic tools of the Windows operating system to collect information about hardware and software on a computer; use an	
		Lectures	Exercises on the computer – using the basic features of the	Practical task – to demonstrate the use of basic tools of the Windows operating system for managing files and directories; show the use of basic tools of the Windows operating system to collect information about hardware and software on a computer; use an	

		<i>Windows operating system, managing files and directories on the computer, protecting data on the computer</i>	<i>antivirus program to protect your data;</i>	
<i>Attendance</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
	<i>TOTAL POINTS</i>			<i>100</i>

<i>Type of student workload</i>	<i>Hours of student workload</i>	<i>ECTS credits</i>
<i>Attending face-to-face classes</i>	<i>60</i>	<i>2</i>
<i>Field trips/visits outside the college</i>		
<i>Independent study/research</i>	<i>45</i>	<i>1,5</i>
<i>Out-of-classroom preparation and preparation of seminars/presentations</i>		
<i>Work on an out-of-classroom project assignment</i>		
<i>Independent preparation for exams and exam time</i>	<i>60.0</i>	<i>2.0</i>
<i>Consultation activities</i>	<i>15</i>	<i>0.5</i>
<i>Other</i>		
<i>TOTAL ECTS credits</i>	<i>180</i>	<i>6</i>

JUDGING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes. A student may receive an additional four points if (i) attends classes more than 80% for full-time students and (ii) attends classes more than 55% for part-time students.

Grades are calculated based on the following distribution of points:

NUMBER OF POINTS	RATING
0,00 – 53,90	Insufficient (1)
54,00 – 64,90	Sufficient (2)
65,00 – 79,90	Good (3)
80,00 – 89,90	Very Good (4)
90.00 and more	Excellent (5)

The evaluation is carried out in a transparent manner by collecting points. The course is valued with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

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

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

Title	Number of copies	Number of students
- Šimović, Vladimir, Maletić, Franjo, Afrić, Winton. <i>Basics of Informatics - Introduction</i> / Omer Rak (ed.). Zagreb: Golden Marketing; Technical Book, Faculty of Teacher Education, University of Zagreb, 2010 - Steve Sagman,: <i>MS Office for Windows</i>, MIŠ d.o.o., Zagreb, 2004.	100	100
1.10. <i>Supplementary literature</i>		
- Milan Korak: <i>Microsoft Word, Writing and Text Processing</i>, ALGEBRA d.o.o., Zagreb, 2012. - Silvije Davila, Milan Korak: <i>Microsoft Excel 2010, tabular calculations</i>, ALGEBRA d.o.o., Zagreb, 2012. - Hrvoje Mirković, Zlatan Soldo: <i>Microsoft PowerPoint 2010, presentation development</i>, ALGEBRA d.o.o., Zagreb 2012. - Hrvoje Mirković, Armando Slaviček: <i>Windows 7, Computer Use and File Management</i>, ALGEBRA d.o.o., Zagreb, 2010.		
1.11. <i>Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences</i>		
- statistical processing and analysis of exam results (verification of the Gaussian curve – normal distribution of performance, comparison and monitoring of exam results of different generations, analysis of understanding of individual modules/questions on the exam, etc.), - conducting a survey among students, - evaluation and self-evaluation of teachers, - achieved results, level of understanding and knowledge during the preparation of the seminar paper, - the achieved results and the level of knowledge presented during the preparation and defense of the final thesis (of students who choose the graduate thesis in this subject), - analysis of the reports of the head of the quality center, and - Feedback from students who have already graduated about the usefulness of the content of this course in the performance of the tasks they are engaged in.		