

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course Holder	Ph.D. Danijela Pongrac Ph.D. Roman Domović	
Name of the College	Business Informatics	
Study program	Professional Short Study in Entrepreneurship	
Status of the College	Required	
Code	PI-P-24	
Year	First year	
Point value and method of teaching	ECTS Student Workload Coefficient	6
	Number of hours (P+H+S)	30+30+0

DESCRIPTION OF THE COLLEGE
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
1.3. Expected learning outcomes for the course
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 Launching Word Word Window

Entering and editing text Creating a new document Entering text

Edit text Align text

Text formatting

Font type and size

Character and paragraph spacing Working with text subgraphs and using rulers Using styles

Paragraph numbering

Page formatting Margins and page orientation Page header and footer Page numbering

Division into sketches

Tables and figures in Word

Create a table Work with cells Add a picture

Image positioning

Excel and Word

Copying charts in Word Mail merge (letters and labels)

Introduction to PowerPoint Launch PowerPoint PowerPoint window Add and move slides Choose a theme

Work on the presentation

Text input

Modifying the Template (Layout) Importing Images

Create your own theme

Animations and transitions Animate objects Add transitions

Automatic transition to a new slide

Internet

Basic concepts on the Internet How the Internet Internet browser works E-mail

Basics of working on a computer and Windows operating system

Hardware & Software Computer Components Operating System

Organization of data on your computer - files and directories Manage data on your computer

Computer Protection - Antivirus and Data Backup

1.5. Types of teaching (put X)

X lectures

☐ Seminars
and workshops

X Exercises

X Stand-alone tasks

☐ Multimedia &
Network

X laboratory exercises

				☐ Distance education ☐ Field Teaching	on computers ☐ mentoring work ☐ 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 collect 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. EXERCISE ACTIVITIES: Active participation in exercises, revision of material by solving practical tasks on the computer PRACTICAL WORK: Unannounced school assignments with practical tasks and limited time to solve on the computer						
1.7. Monitoring of student work (add X with the appropriate form of monitoring)						
Attendance	x	Activity in exercises	x	Term paper	Experimental work	
Practical exam on the computer	x	Oral exam		Essay	Research	
Design		Continuous assessment of knowledge	x	Paper	Practical work on the computer	x
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. In order to improve the effective progress of students in teaching, lectures, activity in exercises, continuous testing of knowledge (intermediate exams, activity in exercises), practical work on the computer and an exam are carried out. In this way, students acquire smaller teaching units and master the subject material more easily. Grades are calculated based on the following distribution of points:						

Activity	ECTS credits	Learning outcomes	Student activity	Valuation method	Maximum number of rating points
<i>Attendance</i>	<i>2</i>	<i>1-6</i>	<i>Participation in lectures and exercises.</i>	<i>Attendance records</i>	<i>0</i>
<i>Intermediate exams</i>	<i>1</i>	<i>Intermediate exam 1 – 1 – 3 Intermediate exam 2 – 4 – 6</i>	<i>Participation in a practical test of computer skills. Solving practical tasks</i>	<i>Intermediate exam 1 – max. 36 points (max. 12 points per outcome) Intermediate exam 2 – max. 36 points (max. 12 points per outcome)</i>	<i>0 - 72</i>
<i>Exercise activities</i>	<i>1</i>	<i>1-6</i>	<i>Active participation in exercises, repetition of material by solving practical tasks on the computer</i>	<i>Practical tasks on the computer max 10 points (Outcome 1,2,3,4 max. 2 points per outcome Outcome 5, 6 max. 1 point per outcome)</i>	<i>10</i>
<i>Practical work</i>	<i>2</i>	<i>1-6</i>	<i>Unannounced schoolwork with practical tasks and limited time to solve on the computer</i>	<i>Schoolwork max 18 points (max. 3 points per outcome)</i>	<i>18</i>
<i>Final exam*</i>		<i>1-6</i>	<i>Attendance at the written examination with questions of various types and submission of assignments</i>	<i>Checking the correct answers (grading)</i>	<i>0-90*</i>
Total	6	/	/	/	100

**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. At the final exam, it is possible to achieve a maximum of 90 points (100 – activity in exercises 10 points = 90 points). A student can receive additional points on the Challenge learning outcome.*

Points for practical work can be earned by submitting school assignments before the exam term.

NAME OF LEARNING OUTCOMES	INTERMEDIATE EXAM/EXAM	EXERCISE ACTIVITY	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

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.

Grades are calculated based on the following distribution of points:

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

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

<i>total number of points achieved according to the learning outcomes.</i> <i>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.</i>		
1.9. <i>Required literature and number of copies in relation to the number of students currently attending classes in the course</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
<i>The Microsoft Office 365 Bible, James Holler, Independently published (2022)</i>	<i>50</i>	<i>50</i>
1.10. <i>Supplementary literature</i> <i>Applied Statistics in MS EXCEL, Milan Papić, Zoro Publishing House (2018)</i>		
1.11. <i>Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences</i>		
• <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.),</i> • <i>conducting a survey among students,</i> • <i>evaluation and self-evaluation of teachers,</i> • <i>A standing questionnaire (suggestions for improvement) posted on the web (available to students and faculty);</i> • <i>achieved results, level of understanding and knowledge during the preparation of the seminar paper,</i> • <i>achieved results and level of knowledge presented during the preparation and defense of the diploma thesis (students who choose the diploma thesis in this subject),</i> • <i>analysis of quality managers' reports, and</i> • <i>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.</i>		