



University of Split

Department of Professional Studies

COMPUTER USAGE II

COURSE SYLLABUS

COURSE DETAILS		
<i>Type of study programme</i>	Professional study - 180 ECTS	
<i>Study programme</i>	ACCOUNTING AND FINANCE	
<i>Course title</i>	Computer Usage II	
<i>Course code</i>	SRF011	
<i>ECTS (Number of credits allocated)</i>	3	
<i>Course status</i>	Core	
<i>Year of study</i>	First	
<i>Semester</i>	Second	
<i>Course Web site</i>	http://moodle.oss.unist.hr/	
<i>Total lesson hours per semester</i>	Lectures	15
	Practicals	-
	Laboratory exercises & practical demonstration	30
<i>Prerequisite(s)</i>	None	
<i>Lecturer(s)</i>	Marinko Lipovac, lecturer Siniša Zorica, lecturer,	
<i>Language of instruction</i>	Croatian, English	

COURSE DESCRIPTION	
<i>Course Objectives:</i>	<ul style="list-style-type: none"> to gain advanced knowledge of modern-day computer usage on the office work-place, practical preparation enabling students: <ul style="list-style-type: none"> ✓ to use advanced options of MS Word, ✓ to introduce basics of vector computer graphics in Corel DRAW ✓ to introduce basics of raster computer graphics in Corel PHOTOPAINT ✓ to create and use database in MS Access
<i>Learning outcomes</i> <i>On successful completion of this course, student should be able to:</i>	<ol style="list-style-type: none"> create text files with advanced formatting options apply mail merge in creating personalize letters or e-mails, and in producing envelopes and labels construct simple vector graphics by using basic drawing elements and shape commands, apply basic shape commands and image effects in processing raster format pictures create and manage simply database demonstratethe usage of the concept of query and summary.
<i>Course content</i>	<p>Advanced MS Wordprocessing: Using document Templates. Customizing menus and tool bars. Customizing and adjusting MS Word. Using Auto-text options. Formatting text by using styles. Mail-merge: creating data sources and main document. Envelopes, labels and faxes. Document protection.</p> <p>Basic of vector (object) computer graphics (Corel Draw): Creating of the basic graphic elements: line, rectangular, ellipsis and polygon. Insertion of the existing drawings. Selecting, moving, copying and deleting objects. Basic function for object transformations: scale, rotate, mirror and skew. Ordering, aligning and distributing objects. Interaction of objects: weld, intersection, trim and combine. Text inserting and editing. Printing options.</p> <p>Basic of raster (bitmapped) computer graphics (Corel Photo Paint): Raster graphic formats. Rotation and crop of a picture. Adjustment of brightness, contrast and intensity. Masks. Creating effects. Repairing red-eye effect. Removing details from the picture. Scanning. Using screen capture option. Printing options.</p> <p>Databases (MS Access): Understanding of a database and database concepts. Installation, customization and design. Adjust settings. Data organization in a database. Table design and layouts. Table relationships. Working with forms. Applying and removing filter. Queries: creating and saving query using specific search criteria. Reports. Print options.</p>

CONSTRUCTIVE ALIGNMENT – Learning outcomes, teaching and assessment methods

Alignment of students activities with learning outcomes		
Activity	Student workload ECTS credits	Learning outcomes
<i>Lectures</i>	15 hours / 0,5 ECTS	1,2,3,4,5
<i>Laboratory work</i>	30hours / 1,0 ECTS	1,2,3,4,5
<i>Self-study</i>	30hours / 1,0 ECTS	1,2,3,4,5,6
<i>Four mid-term exams(preparation and delivery)</i>	15hours / 0,5 ECTS	1,2,3,4,5,6
TOTAL:	90 hours / 3 ECTS	1,2,3,4,5,6

CONTINUOUS ASSESSMENT		
Continuous testing indicators	Performance A_i (%)	Grade ratio k_i (%)
<i>Class attendance and participation*</i>	70 - 100	8
<i>First mid-term exam</i>	50-100	32
<i>Second mid-term exam</i>	50-100	28
<i>Third mid-term exam</i>	50-100	32

** for part-time students required performance is 35-100%*

FINAL ASSESSMENT		
Testing indicators – final exam (first and second exam term)	Performance A_i (%)	Grade ratio k_i (%)
<i>Previous activities</i>	75 - 100	8
<i>First part: MS Windows (advanced options)</i>	60-100	32
<i>Second part: CorelDRAW and CorelPHOTOPAINT</i>	60 - 100	28
<i>Third part: MS Access</i>	60-100	32
Testing indicators – makeup exam (third and fourth exam term)	Performance A_i (%)	Grade ratio k_i (%)
<i>First part: MS Windows (advanced options)</i>	60 - 100	35
<i>Second part: CorelDRAW and CorelPHOTOPAINT</i>	60 - 100	30
<i>Third part: MS Access</i>	60-100	35

PERFORMANCE AND GRADE		
Percentage	Criteria	Grade
60% - 69,9%	<i>basic criteria met</i>	sufficient (2)
70% -79,9%	<i>average performance with some errors</i>	good (3)
80% -89.9%	<i>above average performance with minor errors</i>	very good (4)
90% - 100%	<i>outstanding performance</i>	outstanding (5)

ADDITIONAL INFORMATION

Teaching materials for students (scripts, exercise collections, examples of solved exercises), teaching record, detailed course syllabus, application of e-learning, current information and all other data are available by MOODLE system to all students (<https://moodle.oss.unist.hr/>).