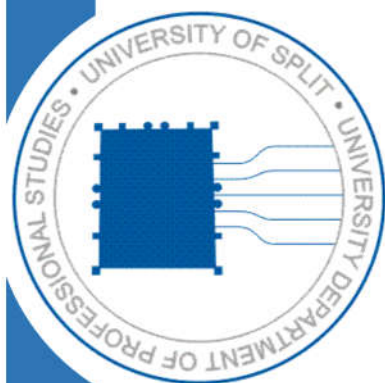


# Course syllabus

## COMPUTER USAGE 1



## COURSE DETAILS

<i>Type of study programme</i>	<b>Undergraduate professional study programme- 180 ECTS</b>	
<i>Study programme</i>	<b>BUSINESS TRADE</b>	
<i>Course title</i>	<b>Computer Usage 1</b>	
<i>Course code</i>	<b>STP006</b>	
<i>ECTS (Number of credits allocated)</i>	<b>3</b>	
<i>Course status</i>	<b>Core</b>	
<i>Year of study</i>	<b>First</b>	
<i>Course Web site</i>	<b><a href="https://moodle.oss.unist.hr/">https://moodle.oss.unist.hr/</a></b>	
<i>Total lesson hours per semester</i>	<b>Lectures</b>	<b>15</b>
	<b>Laboratory exercises &amp; practical demonstration</b>	<b>30</b>
<i>Prerequisite(s)</i>	<b>None</b>	
<i>Lecturer(s)</i>	<b>Siniša Zorica, senior lecturer</b>	

## COURSE DESCRIPTION

<p><i>Course Objectives:</i></p>	<ul style="list-style-type: none"> <li>• to gain basic knowledge of modern-day computing technology and elements of computer architecture: hardware and software,</li> <li>• practical preparation enabling students:             <ul style="list-style-type: none"> <li>✓ to use operation system Windows,</li> <li>✓ to write and edit text, tables and formulas in MS Word,</li> <li>✓ to use spreadsheet (function, formulas and graphs) in MS Excel</li> </ul> </li> <li>• to prepare multimedia presentation in MS Power Point</li> </ul>
<p><i>Learning outcomes</i></p> <p><i>On successful completion of this course, student should be able to:</i></p>	<ol style="list-style-type: none"> <li>1. define variety of hardware and its role in computer</li> <li>2. differentiate types of software, define elements of operation system as well as variety of programs for office work-place</li> <li>3. apply the acquired knowledge in creating, copying, moving and deleting files and folders,</li> <li>4. create and edit text files with tables, formulas and pictures</li> <li>5. demonstrate elements of spreadsheet usage with appliance of mathematical and logical functions, formulas and graphs</li> <li>6. integrate creativity and technological presentation tools to prepare an effective business presentation.</li> </ol>
<p><i>Course content</i></p>	<p><b>The fundamentals of information technology.</b> Historical development of a computer. Basic terms. Networks and network issues, Internet, information technology usage in everyday life, copyright, viruses and antivirus programs, health, safety and environment. <b>Using computer and managing files (MS Windows).</b> Operating systems and applications. Customizing the Desktop. Files and folders: creating, copying, removing, deleting and renaming. The use of Recycle Bin. The use of Control Panel. <b>Basic Internet and e-mail use:</b> Getting acquainted with the basic Internet and information networks terms. Internet services. Searching data on the WWW. Saving and printing Web pages. Sending and receiving e-mails, attaching files to the messages (Attachments) and organization of incoming messages. <b>Basic word processing (MS Word):</b> Inserting, formatting, searching and replacing the text, numbering pages, page and margin setup, header and footer, insertion of symbols and pictures, Bullets and Numbering options, creation and editing tables, writing mathematical formulas. <b>Spreadsheets (MS Excel):</b> Book, sheets and cells. Moving and copying sheets. Entering, formatting and changing data. Data sorting and filtering. Basic mathematical, statistical and logical functions. Creating formulas. Creating and formatting graphs/charts. Printing options. <b>Multimedia presentations (MS Power Point):</b> First steps with presentation. Adjust settings. Slides: adding, creating, copying,</p>

deleting and changing contents. Design templates. Master slide. Text: input and formatting. Inserting images and pictures. Using charts. Drawn objects. Preset animation. Slide transition. Insertion of the background sound. Delivering and printing.

## 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>	30 hours / 1 ECTS	2,3,4,5,6
<i>Self-study</i>	30 hours / 1 ECTS	1,2,3,4,5,6
<i>Four mid-term exams (preparation and delivery)</i>	15 hours / 0.5 ECTS	1,2,3,4,5,6
<b>TOTAL:</b>	<b>90 hours / 3 ECTS</b>	<b>1,2,3,4,5,6</b>

CONTINUOUS ASSESSMENT		
Continuous testing indicators	Performance $A_i$ (%)	Grade ratio $k_i$ (%)
<i>Class attendance and participation</i>	70 - 100	6
<i>First mid-term exam</i>	60 - 100	32
<i>Second mid-term exam</i>	60 - 100	32
<i>Third mid-term exam</i>	60 - 100	20
<i>Fourth mid-term exam (test: Fundamentals of IT)</i>	60 - 100	10

FINAL ASSESSMENT		
Indicators checks - final exam (first and second examination date)	Performance $A_i$ (%)	Grade ratio $k_i$ (%)
<i>Previous activities</i>	70 - 100	8
<i>First part: MS Windows and MS Word</i>	60 - 100	31
<i>Second part: MS Excel</i>	60 - 100	31
<i>Third part: MS Power Point</i>	60 - 100	20
<i>Fourth part: (test: Fundamentals of IT)</i>	60 - 100	10

<b>Indicators checks - final exam (third and fourth examination date)</b>	<b>Performance <math>A_i</math> (%)</b>	<b>Grade ratio <math>k_i</math>(%)</b>
<i>First part: MS Windows and MS Word</i>	60 - 100	34
<i>Second part: MS Excel</i>	60 - 100	34
<i>Third part: MS Power Point</i>	60 - 100	21
<i>Fourth part: (test: Fundamentals of IT)</i>	60 - 100	11

<b>PERFORMANCE AND GRADE</b>		
<b>Percentage</b>	<b>Criteria</b>	<b>Grade</b>
<b>60% - 69.9%</b>	<i>basic criteria met</i>	sufficient (2)
<b>70% - 79.9%</b>	<i>average performance with some errors</i>	good (3)
<b>80% - 89.9%</b>	<i>above average performance with minor errors</i>	very good (4)
<b>90% - 100%</b>	<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.