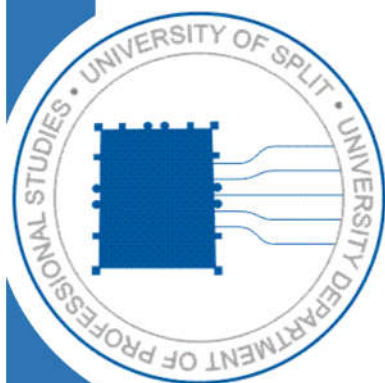


Course syllabus

COMPUTER USAGE 1



COURSE DETAILS

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

COURSE DESCRIPTION

<p><i>Course Objectives:</i></p>	<ul style="list-style-type: none"> • to gain basic knowledge of modern-day computing technology and elements of computer architecture: hardware and software, • practical preparation enabling students: <ul style="list-style-type: none"> ✓ to use operation system Windows, ✓ to write and edit text, tables and formulas in MS Word, ✓ to use spreadsheet (function, formulas and graphs) in MS Excel • to prepare multimedia presentation in MS Power Point
<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"> 1. define variety of hardware and its role in computer 2. differentiate types of software, define elements of operation system as well as variety of programs for office work-place 3. apply the acquired knowledge in creating, copying, moving and deleting files and folders, 4. create and edit text files with tables, formulas and pictures 5. demonstrate elements of spreadsheet usage with appliance of mathematical and logical functions, formulas and graphs 6. integrate creativity and technological presentation tools to prepare an effective business presentation.
<p><i>Course content</i></p>	<p>The fundamentals of information technology. 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. Using computer and managing files (MS Windows). 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. Basic Internet and e-mail use: 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. Basic word processing (MS Word): 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. Spreadsheets (MS Excel): 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. Multimedia presentations (MS Power Point): 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.
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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
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	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

Indicators checks - final exam (third and fourth examination date)	Performance A_i (%)	Grade ratio k_i (%)
<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

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.