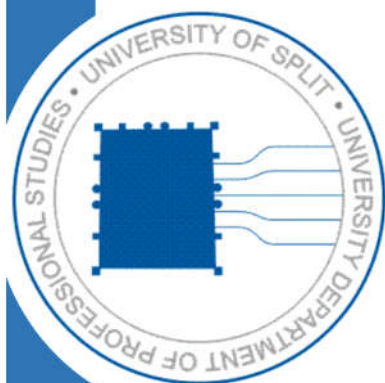


# Course syllabus

## Computer Usage II



COURSE DETAILS		
<b><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 II	
<b><i>Course code</i></b>	STP012	
<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/course/category.php?id=21">https://moodle.oss.unist.hr/course/category.php?id=21</a>	
<b><i>Total lesson hours per semester</i></b>	Lectures	15
	Practicals	-
	Laboratory exercises & practical demonstration	30
<b><i>Prerequisite(s)</i></b>	None	
<b><i>Lecturer(s)</i></b>	Siniša Zorica, lecturer, Marinko Lipovac, lecturer.	

## COURSE DESCRIPTION

<p><b><i>Course Objectives:</i></b></p>	<ul style="list-style-type: none"> <li>• to gain advanced knowledge of modern-day computer usage on the office work-place,</li> <li>• practical preparation enabling students: <ul style="list-style-type: none"> <li>✓ to use advanced options of MS Word,</li> <li>✓ to introduce basics of vector computer graphics in Corel DRAW</li> <li>✓ to introduce basics of raster computer graphics in Corel PHOTOPAINT</li> <li>✓ to create and use database in MS Access</li> </ul> </li> </ul>
<p><b><i>Learning outcomes</i></b></p> <p><b><i>On successful completion of this course, student should be able to:</i></b></p>	<ol style="list-style-type: none"> <li>1. create text files with advanced formatting options</li> <li>2. apply mail merge in creating personalize letters or e-mails, and in producing envelopes and labels</li> <li>3. construct simple vector graphics by using basic drawing elements and shape commands,</li> <li>4. apply basic shape commands and image effects in processing raster format pictures</li> <li>5. create and manage simply database</li> <li>6. demonstrate the usage of the concept of query and summary.</li> </ol>
<p><b><i>Course content</i></b></p>	<p><b>Advanced MS Word processing:</b> 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><b>Basic of vector (object) computer graphics (Corel Draw):</b> 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><b>Basic of raster (bitmapped) computer graphics (Corel Photo Paint):</b> 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><b>Databases (MS Access):</b> 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>	30 hours / 1,0 ECTS	1,2,3,4,5
<i>Self-study</i>	30 hours / 1,0 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	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: Corel DRAW and Corel PHOTOPAINT</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: Corel DRAW and Corel PHOTOPAINT</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/>).