

**FORM: Syllabus**  
**Course description**

<b>General information</b>		
Course Holder	<b>Vedran Uroš mag.ing.comp., v.pred.</b>	
Course title	<b>Informatics 1</b>	
Study programme	<b>COMMERCIAL BUSINESS WITH ENTREPRENEURSHIP</b>	
Course status	mandatory	
Year	1. Winter semester	
Evaluation in ECTS credits and forms of class conducting	ECTS coefficient of student workload	3
	Number of classes (L+P+S)	15+30+0

<b>1. COURSE DESCRIPTION</b>
<p><i>1.1. Course objectives</i></p> <p><i>Use of e-services provided by the Polytechnic (e-mail, moodle, repositories)</i>  <i>Knowledge of computer hardware and software.</i>  <i>Mastering the Basics of Computer Operation and Using the MS Windows Operating System</i>  <i>Mastering the writing and processing elements in MS Word</i>  <i>Mastering the elements of table calculations in MS Excel</i>  <i>Responsible behavior on the Internet</i></p>
<p><i>1.2. Terms for enrollment</i></p>
<p><i>1.3. Expected learning outcomes related to the course</i></p> <p><i>By successfully passing the exam, students will be able to:</i></p> <ul style="list-style-type: none"> <li>• <i>Define the types of hardware and their roles in the work of the computer.</i></li> <li>• <i>Distinguish the types of software and define the basic functionalities of operating systems and software for office operations.</i></li> <li>• <i>Apply acquired knowledge in creating, moving, deleting, and copying files and folders.</i></li> <li>• <i>Create and edit a text file with images, tables, and mathematical formulas (MS Word).</i></li> <li>• <i>Demonstrate the elements of the use of a table calculator (MS Excel) with the application of logical and mathematical functions and formulas</i></li> <li>• <i>Recognize and avoid cyber threats and use Internet services</i></li> </ul>
<p><i>1.4. Course content</i></p> <ul style="list-style-type: none"> <li>• The basics of information technology</li> <li>• Computer and Operating System Basics (MS Windows)</li> <li>• Use of the Internet and e-mail</li> <li>• Writing and Text Processing (MS Word)</li> <li>• Tablet computing (MS Excel)</li> </ul>

1.5. <i>Forms of class conducting</i>		<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> practice <input type="checkbox"/> e-learning <input type="checkbox"/> field learning			<input type="checkbox"/> independent work <input type="checkbox"/> multimedia and the network <input type="checkbox"/> laboratory <input type="checkbox"/> mentor work <input type="checkbox"/> other		
1.6. <i>Comments</i>							
1.7. Student obligations Regular attendance of lectures and practice, tasks, colloquiums, exam preparation, exams							
<i>The student must be present at 75% of lectures and 100% of laboratory exercises</i>							
1.8. Student evaluation method <sup>1</sup>							
Attendance	0,5	Class activity		Seminar paper		Experimental work	
Written exam	2,5	Oral exam		Essay		Research	
Project				Report		Practical work	
Portfolio							
1.9. <i>Evaluation of the students' work during classes and in the final exam</i>							
<i>40% - First Colloquium (MS Word) 40% - Second Colloquium (MS Excel), 10% - Third Colloquium (IT Theory), 10% - Attendance</i>							
1.10. <i>Compulsory reading (at the time of application of the study program proposal)</i>							
B. Plazibat, S. Jerčić, S. Zorica, M. Lipovac, L. Reić: Informatika 1, Sveučilišni centar za stručne studije, Split, (2009) – elektronska skripta							
1.11. <i>Additional reading (at the time of application of the study program proposal)</i>							
ECDL 5.0							
1.12. <i>Number of copies of the compulsory reading units compared to the number of students currently attending the course</i>							
Title		Number of copies		Number of students			
Informatika 1		e-book		45			
1.13. <i>Quality assurance methods that ensure the acquisition of knowledge, skills and competencies</i>							
Analyzes the success of students in exercises, exams and examinations. Information on progress and potential problems is offered to students during the course. At the end of the semester, the evaluation of the teachers and the course by students (student surveys) is carried out. Student satisfaction information is used to improve the quality of teaching performance. Information on the learning outcomes achieved is used to draw self-evaluation of the teacher and, if necessary, to modify and / or amend the study program of the course, the methods of work and the assessment of the students.							

<sup>1</sup> IMPORTANT: Each Student Evaluation Method should be followed by a corresponding share in the ECTS credits for each activity so that the total number of ECTS points corresponds to the credit score of the subject. You can use blank fields for additional activities.