

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

<b>General information</b>		
Course Holder	<b>Vedran Uroš mag.ing.comp., v.pred.</b>	
Course title	<b>Informatics 2</b>	
Study programme	<b>COMMERCIAL BUSINESS WITH ENTREPRENEURSHIP</b>	
Course status	mandatory	
Year	1. Summer 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>		
1.1. <i>Course objectives</i>		
<p><i>The objective of this course is to instruct the student in the advanced possibilities of office work on the computer. Students acquire advanced skills in the field of application of MS Windows 10 operating system, MS Office (MS Word, MS Access, MS PowerPoint) 2016 and InkScape vector drawing tools. The objective is to familiarize students with the capabilities provided by each tool and their application in everyday life and further education.</i></p>		
1.2. <i>Terms for enrollment</i>		
1.3. <i>Expected learning outcomes related to the course</i>		
<p><i>By successfully passing the exam, students will be able to:</i></p> <ol style="list-style-type: none"> <li><i>1. Generate documents in MS Word by using advanced formatting capabilities.</i></li> <li><i>2. Apply circular mail (batches) to create personalized documents or e-mails intended for business entities.</i></li> <li><i>3. Create and manage multimedia presentations in MS Power Point</i></li> <li><i>4. Design simple vector graphics in vector format using simple formatting techniques.</i></li> <li><i>5. Create a simple database in MS Access.</i></li> <li><i>6. Explain ways of creating queries and reports in databases, with the analysis of the results obtained</i></li> </ol>		
1.4. <i>Course content</i>		
<ul style="list-style-type: none"> <li>• Advanced use of MS Word</li> <li>• Database (MS Access)</li> <li>• Basics of Vector Computer Graphics (InkScape)</li> <li>• Multimedia Power Presentations (MS Power Point)</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. Comments							
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	0,3	Class activity		Seminar paper		Experimental work	
Written exam	2,7	Oral exam		Essay		Research	
Project				Report		Practical work	
Portfolio							
1.9. Evaluation of the students' work during classes and in the final exam  35% - 1. Colloquium (MS Word); 15% - 2. Colloquium (MS PowerPoint); 15% - 3. Colloquium (InkScape); 25% - 4. Colloquium (MS Access); 10% Attendance							
1.10. Compulsory reading (at the time of application of the study program proposal) B. Plazibat, S. Jerčić, S. Zorica, M. Lipovac, L. Reić: MS Word 2, Sveučilišni centar za stručne studije, Split, (2011) – elektronska skripta							
1.11. Additional reading (at the time of application of the study program proposal)							
ECDL 5.0							
1.12. Number of copies of the compulsory reading units compared to the number of students currently attending the course							
Title				Number of copies		Number of students	
MS WORD 2				e-book		45	
1.13. Quality assurance methods that ensure the acquisition of knowledge, skills and competencies 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.