

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Basics of Informatics				
Head of course	Marina Rauker Koch, Lecturer				
Study programme	Professional undergraduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	1.	Semester	I.	ECTS credits	6
Teaching plan (L + E + S+ Pr)	2L + 3E				
Goals of a course					
To prepare students for adequate use of computers and modern information and communication technologies in everyday life and business					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 1: Apply appropriate methods and procedures in preparing information for business decisions. Outcome 7: Analyse and evaluate financial information. Outcome 12: Substantiate opinions in business communication with different stakeholders in Croatian and foreign language. Outcome 15: Independently prepare and present professional content using information and communication tools.					
Expected learning outcomes on a level of a course					
1. Define basic concepts in computer science 2. Distinguish hardware and software components of a computer system and their function 3. Use computer networks and Internet services to browse information, communicate and share content 4. Apply word processor software to edit text content with graphical elements and tables 5. Apply digital spreadsheets for numerical data processing and graphical representation					
Content of a course					
Informatics. Information. Information society. Information technology. A computer. Program support. Communications. Organization and information. System concept and definition. Theory of organization, management and decision-support models. Information systems. Expert systems. Development of data processing. Computer systems and their development. Choice of computer facilities. Mathematical and logical fundamentals of a computer. Presenting and organizing data. Redundancy. Program support for computer functioning. The evaluation of software facilities. Computer networks. Multimedia. Information system security. User information systems. Windows, Word, Excel, Access and Internet					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					
Grading, evaluation and monitoring of students' work continuously during lectures and exams					
Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.					

Continuous check-up:

Outcomes	Pre-exam I	Analysis of examples	Practical tasks	Online quiz	Threshold	Max
Outcome 1	20%				10%	20%
Outcome 2		15%			7,5%	15%
Outcome 3		5%	10%		7,5%	15%
Outcome 4			20%	5%	12,5%	25%
Outcome 5			20%	5%	12,5%	25%
Percentage of ECTS	1,5	1	0,5	0,5		
Total	20%	20%	50%	10%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	20%		20%
Outcome 2	15%		15%
Outcome 3		15%	15%
Outcome 4	15%	10%	25%
Outcome 5	15%	10%	25%
Percentage of ECTS	4	2	
Total	65%	35%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Grundler, Gvozdanović, Ikić i sur. (2011). Windows 7 i Office 2010 – ECDL Syllabus 5.0. ProMil. Varaždin
2. Bosilj Vukšić, V., Pejić Bach, M., Čerić, V. i sur. (2012). Poslovna informatika. Element. Zagreb

Additional literature

1. Hutinski, Ž., Žugaj, M. (2002). Informatika za ekonomiste. Sveučilište u Rijeci. Pula

