

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Basics of Informatics				
Head of course	Assistant Professor, PhD Snježana Babić, Senior Lecturer				
Study programme	Professional undergraduate study Information Science				
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					
Students equip and acquire the basic knowledge, skills and competencies related to computer science, information-communication technology and information systems, necessary for understanding and upgrading the more complex aspects of the same as they continue their studies and lifelong education.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 1: Describe the architecture and working principle of computers and components, and the basic features of operating systems.</p> <p>Outcome 2: Apply business information system design methods.</p> <p>Outcome 3: Establish a computer network and network services.</p> <p>Outcome 5: Apply web site design and implementation methods.</p> <p>Outcome 6: Apply appropriate business information system protection techniques.</p> <p>Outcome 7: Design and produce digital multimedia materials needed in business systems.</p> <p>Outcome 14: Participate in teamwork.</p> <p>Outcome 15: Independently present professional content in written and spoken form in Croatian and English.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Distinguish and explain the basic concepts of computer science and information and computer technology. 2. Explain the basic concepts of computer systems (hardware and software). 3. Define a business information system supported by information technology and categorize and describe related elements. 4. Explain the basic concepts of computer networks. 5. Define and explain the basic concepts of databases. 6. Interpret modern technologies and evaluate the possibilities of their application in business operations 7. Apply the desktop and mobile versions of advanced level text processing computer tools, spreadsheets and other selected computer tools to organize tasks and time for work in business operations and education. 					
Content of a course					
<p>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.</p> <p>Windows, Word, Excel, Access and Internet.</p>					
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							
Adherence to the Study Regulations and the Regulation on the assessment of students. In order to achieve the outcome 6 and remember 8% of points, the student is required to prepare a project assignment on an agreed topic during the class, as well as before taking the oral exam.							
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	Practical Exam 1	Practical Exam 2	Class activity	Theoretical Written Exam 1	Theoretical Written Exam 2	Threshold	Max
Outcome 1				6%		3%	6%
Outcome 2				6%		3%	6%
Outcome 3				8%	8%	8%	16%
Outcome 4					5%	2,5%	5%
Outcome 5					5%	2,5%	5%
Outcome 6			8%		2%	5%	10%
Outcome 7	25%	25%	2%			26%	52%
Percentage of ECTS	1,5	1,5	0,6	1,2	1,2		6
Total	25%	25%	10%	20%	20%	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	5%		1%		6%		
Outcome 2	5%		1%		6%		
Outcome 3	10%		6%		16%		
Outcome 4	4%		1%		5%		
Outcome 5	4%		1%		5%		
Outcome 6	9%		1%		10%		
Outcome 7	52%		-		52%		
Percentage of ECTS	5,34		0,66		6		
Total	89%		11%		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			
<ol style="list-style-type: none"> 1. Bosilj Vukšić, V. i Pejić Bach, M. (ur.) i sur.: Poslovna informatika, Element, Zagreb, 2012.; 2. Grundler, D. i sur.: Windows 7, Office 2010 (Syllabus 5.0), Pro-mil, Varaždin, 2011.; 3. Duane Birnbaum i Michael Vine: Excel VBA Programming for the Absolute Beginner, 3rd Edition Thomson Course Technology, 2007; 4. Manuals and guides for applying software tools; teaching materials. 			
Additional literature			
<ol style="list-style-type: none"> 1. Čerić i sur.: Informacijska tehnologija u poslovanju, Element, Zagreb, 2004.; 2. Panian, Ž.: Poslovna informatika, Informator, Zagreb, 1999. 			

