



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Apply your computer in business practice			
1.2 Study program/s	Undergraduate professional studies Management of tourism and sports			
1.3 Course status (O,E)	A	1.6 Mode of instruction (number of hours)	Lectures	30
1.4 Course code			Exercise	30
1.5 Course abbreviation	PRUPP		Seminar	-
1.6 Semester	I.		E-learning	Merlin
1.7 ECTS	6	1.7 Place and time of instruction	The premises of the Polytechnic of Međimurje in Čakovec, according to the schedule published on the website	

2. TEACHING STAFF

2.1 Course leader/s-title	Nenad Breslauer, v.	Contact	nbreslauer1@mev.hr
		Contact	
2.2 Assistant/s- title		Contact	
		Contact	
2.3 Instruction held by-title		Contact	

3. COURSE DESCRIPTION

3.1 Course goals	<p>After the course, the student will acquire knowledge on the application of information technology in business within the scope of the computer in the organization and information of the office using modern computer technologies.</p> <p>Knowledge in the field of computer applications in office business, the production of complex documents, the application of the Internet in operation, the organization of work, standards and standards in business using the Microsoft operating system and office tools.</p> <p>It has a sufficiently broad knowledge that enables the rapid application of new technologies but also its application in other subjects of the study.</p>
3.2 Prerequisites	There are no conditions. The Application of Computers in Business Practice programme serves to support further work in the profession.
3.3 Course outcomes	<p>After a successfully mastered course, students will be able to:</p> <p>I1 - Describe the basic concepts in the field of informatics.</p> <p>I2 - Recognize the characteristics of embedded components and peripherals.</p> <p>I3 - Create complex documents for a wide range of office tasks using office complex word processing tools</p> <p>I4 - Combine different possibilities of spreadsheet and presentation program in order to solve project tasks</p> <p>I5 - Combine the possibilities provided by the Internet to achieve the desired goal</p>
3.4 Course content	The course provides content related to historical computer development, basic terms in informatics, computer mode, computer build, Operating Systems and MS Office tools.

3.5 Types of coursework	<table border="1"> <tr> <td>X</td> <td>Lectures</td> <td>X</td> <td>Exercises</td> <td></td> <td>Blended e-learning</td> <td>X</td> <td>Individual activities</td> <td></td> <td>Laboratory</td> </tr> <tr> <td>x</td> <td>Seminars and workshops</td> <td></td> <td>Distant learning</td> <td></td> <td>Field classes</td> <td></td> <td>Multimedia and network</td> <td></td> <td>Mentorship</td> </tr> <tr> <td></td> <td>Other</td> <td colspan="8"></td> </tr> </table>	X	Lectures	X	Exercises		Blended e-learning	X	Individual activities		Laboratory	x	Seminars and workshops		Distant learning		Field classes		Multimedia and network		Mentorship		Other																																									
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3.6 Language of instruction	Croatian																																																															
3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)	<table border="1"> <tr> <td>2</td> <td>Class attendance</td> <td>1</td> <td>Seminars</td> <td></td> <td>Essay</td> </tr> <tr> <td></td> <td>Class activity</td> <td></td> <td>Project</td> <td></td> <td>Report/paper</td> </tr> <tr> <td>1</td> <td>Midterm exams</td> <td>2</td> <td>Practical task</td> <td></td> <td>Continuous knowledge check</td> </tr> <tr> <td></td> <td>Written exam</td> <td></td> <td>Experimental work</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Oral exam</td> <td></td> <td>Research</td> <td></td> <td></td> </tr> </table>	2	Class attendance	1	Seminars		Essay		Class activity		Project		Report/paper	1	Midterm exams	2	Practical task		Continuous knowledge check		Written exam		Experimental work				Oral exam		Research																																			
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3.10 Specific features related with taking the course	<p>If the student collects 50% of the points of each outcome directly access orally exam. If a student does not achieve a sufficient number of points on the midterm exam, he cannot take the next midterm exam.</p> <p>Once won points in intermediate exams for each learning outcome are no longer deleted unless the student decides to correct the result for each learning outcome, whereby the points won until then are deleted and newly achieved</p>																																																															

	<p>points for that learning outcome are entered. A student cannot access the exam period if he / she has not submitted and presented seminar paper. The final grade is obtained on the oral part of the exam.</p> <p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam.</p> <p>Attendance can be offset by online tuition, organised webinars and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In that case, if the student missed more than 50% of classes, and has a justifiable reason/apology, the request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>						
3.11 Students obligations	<p>Full-time students are required to attend at least 70% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. Part-time students are required to attend at least 30% of the total number of hours of lectures and exercises in order to exercise the right to take the exam. If the student has not fulfilled all the obligations set by the course, he is obliged to attend the lectures again and meet the conditions for taking the exam. Attendance can be offset by online consultations, organized webinars, and added assignments given by teachers. One lesson lasts 45 minutes, and several hours form a teaching unit. Absence from one teaching unit is counted as one absence. Delays and apologies are recorded separately. In the event that a student is absent from more than 50% of classes, and has a justifiable reason / apology, a request should be submitted to the Department Council, which then decides on the justification of student absences with the obligatory opinion of the course leader.</p>						
3.12 Written assignments	<p>Seminar papers must be computer written and may have a maximum of 12 text cards (Times New Roman, font 12) from introduction to conclusion, together with pictures, table appendices, etc. Seminar papers must have an adequate title page, content, marked pages and literature. The seminar paper should be divided into chapters and contain a list of references and a list of figures and tables and graphs and finally a summary / conclusion in the size of 250 words. The student guarantees the authenticity of the work with his signature.</p>						
3.13 Required reading	<table border="1"> <tr> <td>1.</td> <td>Ž. Panian, I. Strugar, Application of computers in business practice, 2. Synergy, Zagreb, 2004.</td> </tr> <tr> <td>2.</td> <td>Grundler, Gvozdanović, Ikica, Kos, Lipljin, Milijaš, Srnec, Zvonarek: ECDL 5.0 – Basic program, PRO-MIL, Varaždin, 2010</td> </tr> <tr> <td>3.</td> <td>Nenad Breslauer: Computer Training Script Application in Business Practice</td> </tr> </table>	1.	Ž. Panian, I. Strugar, Application of computers in business practice, 2. Synergy, Zagreb, 2004.	2.	Grundler, Gvozdanović, Ikica, Kos, Lipljin, Milijaš, Srnec, Zvonarek: ECDL 5.0 – Basic program, PRO-MIL, Varaždin, 2010	3.	Nenad Breslauer: Computer Training Script Application in Business Practice
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4 ADDITIONAL COURSE INFORMATION							
4.1 Quality control	<p>The quality of the program, teaching process, teaching skills and level of mastery of the material will be established by conducting a written evaluation based on questionnaires, and in other standardised ways and in accordance with the by-laws of the Polytechnic of Međimurje in Čakovec.</p>						

4.2 Contact the teacher	Students can contact the teacher during the office hours and during classes, while for short questions and explanations they can contact him/her any day during working hours by coming in person or by landline. It is also possible to ask questions by e-mail, which will be answered in 48 hours at the latest. It is desirable for students to come as often as possible for any possible questions during the teacher's office hours.
4.3 Information about the course	It is the obligation of each student to be regularly informed about the course. All notifications about the classes or possible postponement of classes will be posted on the bulletin board and on the website of the Polytechnic at least 24 hours in advance.
4.4 Course contribution to the study program	Present information, ideas, problems and solutions to the professional and general public, Apply new technologies and techniques in the process of lifelong learning, Critically evaluate arguments, assumptions and data in order to form an opinion and contribute to the solution of the problem

5. ANALYSIS OF COURSE TOPICS (the number of hours is equal to the number of lectures and exercises of the course)

LECTURES				
Hours	Topic and description	Method	Learning outcomes	Course outcome
1.	Introduction to the content of the course.	Presentation, pp presentation	Introduce students to the program, themes and the way they work.	I1
2.	A brief history and trends in the development of information technologies.	Presentation, pp presentation, quiz	Present historical development of computers	I1
3.	Information technology in business.	Presentation, pp presentation, quiz	Present Information Technologies	I1
4.	Computer classification, structure and basic parts	Presentation, pp presentation, quiz	Classify computers	I1
5. 6.	Computer system, data and information	Presentation, pp presentation, quiz	Distinguish terms computer system, data and information	I1
7. 8.	Computer system, data and information	Presentation, pp presentation	Explain processes and stages in a computer system	I1
9.	Computer algorithms and programming	Presentation, pp presentation	Explain the concept of algorithm.	I1
10. 11.	System Software	Presentation, pp presentation	Distinguish between different types of software	I1
12. 13.	Computer system model: processor, input - output subsystem of the computer	Presentation, pp presentation	Present Von Neumann's computer system model	I2

14.	PC components	Presentation, pp presentation	Distinguish between PC components	12
15. 16.	Input and output devices	Presentation, pp presentation	Distinguish between input/output devices	12
17. 18.	Colloquium			
19.	Organisation and data management	Presentation, pp presentation	Distinguish between data types and compression types	11
20.	Storing data on your computer	Presentation, pp presentation	Define what disks, folders, files, and file types are, and apply different ways of storing data	12
19. 20.	Computer communications and networks	Presentation, pp presentation	Identify and apply different types of computer networks with regard to connection technology and reach.	15
21. 22.	Internet and electronic business	Presentation, pp presentation	Explain the types of events and their propagation	15
25. 26.	Business information systems	Presentation, pp presentation	Understand the concept of IS, the purpose and task of IS	15
27. 28.	Virtual and augmented reality Selected topics of importance in informatics	Presentation, pp presentation	Explain the concept of virtual and augmented reality, personal computing, netiquette, blogs, "internet of things"...	15
29. 30.	Colloquium			
EXERCISES/ SEMINARS				
Hours	Topic and description	Method	Learning outcomes	Course outcome
1.	Learn about the program, themes, and how to work	Guided task, examples, and self-creating tasks	Basic concepts related to INFORMATICS and a brief analysis of students' pre-knowledge and experiences	11

2.	MS Windows 10 operating system, file system	Guided task, examples, and self-creating tasks	Use The Computer Environment	I1
3.	Manage files	Guided task, examples, and self-creating tasks	Apply the file system to a convenient example of work.	I1
4.	Manage files	Guided task, examples, and self-creating tasks	Apply the file system to a convenient example of work.	I1
5.	Advanced Internet Search	Guided task, examples, and self-creating tasks	Explain how search engines and directories work on the Internet	I5
6.	Using an email system	Guided task, examples, and self-creating tasks	Use the system to send and receive emails	I1
7.	Text processing, document work, type, mark and edit text, text and paragraph formatting	Guided task, examples, and self-creating tasks	Create and format text and paragraph	I3
8.	Work with pictures, prepare to print, merge, save a document in another format	Guided task, examples, and self-creating tasks	Create a mail merge	I3
9.	Styles, numbering, and sections	Guided task, examples, and self-creating tasks	Apply styles, numbering, column sections, and footnotes in text	I3
10.	Page numbering, table of contents, bookmarks, and cross-references, tabs, home page	Guided task, examples, and self-creating tasks	Apply page numbering, table of contents, bookmarks and cross-references, tab ori, home page	I3
11.	Work with tables, images, mathematical expressions, graphically display data	Guided task, examples, and self-creating tasks	Create tables, mathematical expressions, and graphics	I3
12.	Macros, create, and fill a form	Guided task, examples, and self-creating tasks	Create a macro and form	I3
13.	Colloquium 1	Independently	Verification of outcomes I4	I3
14.				
15.	Spreadsheets, input and data type, formulas, operators, cell addresses, comments, worksheets	Guided task, examples, and self-creating tasks	Create and format a spreadsheet	I4
16.	Formulas and functions	Guided task, examples, and self-creating tasks	Apply Formulas and Functions	I4
17.	Work with data, group, filter, sort, pivot tables	Guided task, examples, and self-creating tasks	Apply grouping, filtering, sorting, and pivoted tables	I4
18.	Conditional Formatting	Guided task, examples, and self-creating tasks	Apply Conditional Formatting	I4

19.	Scenarios, macro command, and document protection	Guided task, examples, and self-creating tasks	Apply scenarios, macro command, and document protection	14
20.	Task	Guided task, examples, and self-creating tasks	Solve a business communication task set up on your own using a spreadsheet	14
21.	Presentations, theme selection, element input	Guided task, examples, and self-creating tasks	Create a presentation	14
22.	Create a Master Slide	Guided task, examples, and self-creating tasks	Create a Master Slide	14
23.	Presentation effects	Guided task, examples, and self-creating tasks	Apply presentation effects	14
24.	Preparing output results	Guided task, examples, and self-creating tasks	Create output results	14
25.	Explain the application of tags in HTML	Guided task, examples, and self-creating tasks	Explain the application of tags in HTML	15
26.	Apply HTML elements when creating a page	Guided task, examples, and self-creating tasks	Apply HTML elements when creating a page	15
27. 28.	HTML Page Structure	Guided task, examples, and self-creating tasks	Apply HTML elements when creating a web page	15
28.	Create a simple HTML alien on your own	Guided task, examples, and self-creating tasks	Create a simple HTML alien	15
29. 30.	Colloquium 2	Independently	Verification of outcomes 15	14