



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2022/2023

1. GENERAL COURSE INFORMATION

1.1 Course name	Computer application			
1.2 Study program/s	Undergraduate professional studies Computer science			
1.3 Course status (O,E)	A	1.6. Method of teaching (number of hours)	Lectures	15
1.4 Course code			Exercise	60
1.5 Course abbreviation	Pr		Seminar	-
1.6 Semester	II.		E-learning	
1.7 ECTS	5	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, senior lecturer	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 is listened, the student will understand the basic parts of the computer and computer components, their material and application. The student should know computer and software equipment, operating systems and the basics of internet use. After successfully completing the course, Student will be able to work in text editors and processors, table calculators, programming tools for drafting and preparing, images and presentations.</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 Computer Program is used 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 basic concepts from the field of computer science.</p> <p>I2 - Recognize the characteristics of built-in components and peripheral devices.</p> <p>I3 - Create complex documents for a wide range of office tasks using office tools to process complex documents.</p> <p>I4 - Combine the various possibilities of a spreadsheet calculator and a program for creating presentations in order to achieve complex project tasks.</p>

	15 - Choose the most efficient program solution in the realization of project tasks and plan the execution and writing of the program code according to the given case.																																																																															
3.4 Course content	The course provides content related to historical computer development, basic terms in informatics, Hardware, Software, Computer Mode, Computer Build, Operating Systems, and MS Office Tools.																																																																															
3.5 Types of coursework	X	Lectures	X	Exercises		Blended e-learning	X	Individual activities		Laboratory																																																																						
	x	Seminars and workshops		Distant learning		Field classes		Multimedia and network		Mentorship																																																																						
		Other																																																																														
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)		Class attendance				Seminars				Essay																																																																						
	1	Class activity				Project				Report/paper																																																																						
	2	Midterm exams			2	Practical task				Continuous knowledge check																																																																						
		Written exam				Experimental work																																																																										
		Oral exam				Research																																																																										
3.8 Assessment and evaluation of students' work during classes and at the final exam	<table border="1"> <thead> <tr> <th>Activity Specification</th> <th>Percentage %</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Evaluation during class</td> </tr> <tr> <td>Presence in class</td> <td></td> <td></td> </tr> <tr> <td>Activity in Class</td> <td>10%</td> <td>10</td> </tr> <tr> <td>Colloquium 1</td> <td>20%</td> <td>20</td> </tr> <tr> <td>Colloquium 2</td> <td>20%</td> <td>20</td> </tr> <tr> <td>Colloquium 3</td> <td>50%</td> <td>50</td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>Evaluation of exam work for students who did not co-late</i></td> </tr> <tr> <td>Written exam</td> <td>60%</td> <td>60</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>										Activity Specification	Percentage %	Score	Evaluation during class			Presence in class			Activity in Class	10%	10	Colloquium 1	20%	20	Colloquium 2	20%	20	Colloquium 3	50%	50	<i>Evaluation of exam work for students who did not co-late</i>			Written exam	60%	60	Total:	100%	100																																								
Activity Specification	Percentage %	Score																																																																														
Evaluation during class																																																																																
Presence in class																																																																																
Activity in Class	10%	10																																																																														
Colloquium 1	20%	20																																																																														
Colloquium 2	20%	20																																																																														
Colloquium 3	50%	50																																																																														
<i>Evaluation of exam work for students who did not co-late</i>																																																																																
Written exam	60%	60																																																																														
Total:	100%	100																																																																														
3.9 Assessment criteria –analysis per learning outcomes	<table border="1"> <thead> <tr> <th colspan="7">Ways of evaluating learning outcomes</th> </tr> <tr> <th></th> <th>Attendance</th> <th>Activity</th> <th>Mid-term exam 1</th> <th>Mid-term exam 2</th> <th>Mid-term exam 2</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Outcome 1</td> <td></td> <td></td> <td></td> <td></td> <td>15</td> <td></td> </tr> <tr> <td>Outcome 2</td> <td></td> <td></td> <td></td> <td></td> <td>15</td> <td>15</td> </tr> <tr> <td>Outcome 3</td> <td></td> <td></td> <td>20</td> <td></td> <td></td> <td>15</td> </tr> <tr> <td>Outcome 4</td> <td></td> <td></td> <td></td> <td>20</td> <td></td> <td>15</td> </tr> <tr> <td>Outcome 5</td> <td></td> <td></td> <td></td> <td></td> <td>20</td> <td>15</td> </tr> <tr> <td>Outcome not-related</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>20</td> </tr> <tr> <td>Total</td> <td></td> <td>10</td> <td></td> <td></td> <td></td> <td>10</td> </tr> <tr> <td></td> <td></td> <td>10</td> <td>35</td> <td>35</td> <td>20</td> <td>100</td> </tr> </tbody> </table> <p>Grading of outcomes (in order to pass the mid-term exam/exam the student must achieve at least 50% points for each learning outcome)</p> <p>Points Grade</p> <p>89 – 100 excellent (5)</p> <p>76 – 88 very good (4)</p> <p>63 – 75 good (3)</p> <p>50 – 62 pass (2)</p>										Ways of evaluating learning outcomes								Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Mid-term exam 2	Total	Outcome 1					15		Outcome 2					15	15	Outcome 3			20			15	Outcome 4				20		15	Outcome 5					20	15	Outcome not-related						20	Total		10				10			10	35	35	20	100
Ways of evaluating learning outcomes																																																																																
	Attendance	Activity	Mid-term exam 1	Mid-term exam 2	Mid-term exam 2	Total																																																																										
Outcome 1					15																																																																											
Outcome 2					15	15																																																																										
Outcome 3			20			15																																																																										
Outcome 4				20		15																																																																										
Outcome 5					20	15																																																																										
Outcome not-related						20																																																																										
Total		10				10																																																																										
		10	35	35	20	100																																																																										

	0 – 49 fail (1)	
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 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. 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	1.	Ž. Panian, I. Strugar, Application of computers in business practice, 2. Synergy, Zagreb, 2004.
	2.	Nenad Breslauer: Computer Training Script Application in Business Practice
	3.	
3.14 Additional reading	1.	Materials on the e-learning system (moodle.srce.hr)
	2.	GRUNDLER, D. Applied Computing
	3.	

4 ADDITIONAL COURSE INFORMATION	
4.1 Quality control	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.
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	Apply the acquired learning skills, basic knowledge of the profession and problem solving necessary for continuing studies at a higher level. Use English in the domain of ICT in communication with experts and lay people. Identify trends in ICT technologies in the domestic and international market. Apply communication and professional ethics. Identify the basic specifics of operating systems. Distinguish types and communication protocols of computer networks.