



# Detailed Course Syllabus

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
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| <b>Academic year:</b><br>2022/2023                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Semester:</b><br>Winter semester |
| <b>Study Program:</b><br>Povijest (dvopredmetni) (R) (elective)<br>Psihologija (R) (elective)<br>Povijest (dvopredmetni nastavnički) (R) (elective)<br>Komunikologija - Interkulturalna komunikacija i novinarstvo (R) (elective)<br>Komunikologija - Znanstveno istraživanje medija i odnosi s javnošću (R)<br>Sociologija - Upravljanje i javne politike (R) (elective)<br>Povijest (R) (elective)<br>Sestrinstvo (R) (elective)<br>Sestrinstvo (I) (elective) | <b>Year of study:</b><br>1          |

## I. BASIC COURSE INFORMATION

**Name:** Using Microsoft Office Tools in Practice

**Abbreviation:** IZBD285

**ECTS:** 4

**Code:** 278676

**Prerequisites:** No

*Total Course Workload*

**Teaching Mode**

**Total Hours**

Seminar

30

**Class Time and Place:** HKS - according to the published schedule

## II. TEACHING STAFF

*Course Holder*

**Office Hours:** According to the published schedule

*Course Assistant*

## III. DETAILED COURSE INFORMATION

|                                                                      |                                             |                                     |
|----------------------------------------------------------------------|---------------------------------------------|-------------------------------------|
| <b>Teaching Language:</b> Hrvatski                                   |                                             |                                     |
| <b>Course Description</b>                                            |                                             |                                     |
| <i>Textbooks and Materials</i>                                       |                                             |                                     |
| <b>Required</b>                                                      |                                             |                                     |
| <b>Supplementary</b>                                                 |                                             |                                     |
| <i>Examination and Grading</i>                                       |                                             |                                     |
| <b>To Be Passed DA</b>                                               | <b>Exclusively Continuous Assessment NE</b> | <b>Included in Average Grade DA</b> |
| <b>Prerequisites to Obtain<br/>Signature and Take<br/>Final Exam</b> |                                             |                                     |
| <b>Examination Manner</b>                                            |                                             |                                     |
| <b>Grading Manner</b>                                                |                                             |                                     |
| <b>Detailed Overview of Grading within ECTS</b>                      |                                             |                                     |
| <b>IV. WEEKLY CLASS SCHEDULE</b>                                     |                                             |                                     |