



HRVATSKO
KATOLIČKO
SVEUČILIŠTE
ZAGREB
UNIVERSITAS
STUDIORUM
CATHOLICA
CROATICA
ZAGREBIA

Detailed Course Syllabus

Academic year: 2026/2027	Semester: Winter semester
Study Program: Povijest (dvopredmetni) (R) (elective) Psihologija (R) (elective) Povijest (dvopredmetni nastavnički) (R) (elective) Komunikologija - Interkulturalna komunikacija i novinarstvo (R) (elective) Komunikologija - Znanstveno istraživanje medija i odnosi s javnošću (R) Sociologija - Upravljanje i javne politike (R) (elective) Povijest (R) (elective) Sestrinstvo (R) (elective) Sestrinstvo (I) (elective)	Year of study: 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

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