Detailed Course Syllabus

Academic year: 2026/2027	**Semester:** Winter semester
Year of study: 1	**Study Program:** Povijest (dvopredmetni) (R) (elective) (Diplomski) Psihologija (R) (elective) (Diplomski) Povijest (dvopredmetni nastavnički) (R) (elective) (Diplomski) Komunikologija - Interkulturalna komunikacija i novinarstvo (R) (elective) (Diplomski) Komunikologija - Znanstveno istraživanje medija i odnosi s javnošću (R) (Diplomski) Sociologija - Upravljanje i javne politike (R) (elective) (Diplomski) Povijest (R) (elective) (Diplomski) Sestrinstvo (R) (elective) (Diplomski) Sestrinstvo (I) (elective) (Diplomski)

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	
Name and Surname: Ježovita Josip	
Academic Degree:	**Professional Title:** docent
Contact E-mail: jjezovita@unicath.hr	**Telephone:**
Office Hours: According to the published schedule	
Course Assistant	
Name and Surname: Topić Crnoja Matea	
Academic Degree:	**Professional Title:** asistent
Contact E-mail: matea.topic@unicath.hr	**Telephone:**
Office Hours: According to the published schedule	

III. DETAILED COURSE INFORMATION

Teaching Language: Hrvatski

Course Description	The goal of the course is to familiarize students with advanced skills in MS Office programs, as well as with content integration across three MS Office programs. Students will learn to use add-ins, macros, and VBA scripts in Excel, as well as the basics of Power BI. Throughout the course, students will prepare for the application of advanced solutions in business reporting.
Educational Outcomes	1. Select appropriate add-ins and macros in MS Office programs. 2. Connect different types of content from multiple sources in MS Office programs. 3. Choose the appropriate way to display results in the Power BI interface. 4. Justify the selection of an adequate solution for presenting research results in a business environment.
Textbooks and Materials	
Required	Lambert J. i Frye C. (2022.). *Microsoft Office Step by Step (Office 2021 and Microsoft 365)* . Pearson Education, Inc.
Supplementary	

Examination and Grading

To Be Passed DA	**Exclusively Continuous Assessment** NE	**Included in Average Grade** DA

Prerequisites to Obtain Signature and Take Final Exam	1. Regular class attendance – presence at at least 70% of classes according to the study program and teaching plan; 2. Proper completion of exercise obligations – prepared presentation; 3. Attainment of a minimum success rate of 35% during classes within the prescribed teaching activities – achieved cumulatively.
Examination Manner	1. Continuous evaluation of student work through teaching activities 2. Final oral exam (minimum for passing the written exam is 50% correct answers)
Grading Manner	**Numerical grading scale for student work:** • Sufficient (2) – 50–64.9% • Good (3) – 65–79.9% • Very good (4) – 80–89.9% • Excellent (5) – 90% and above **Grading criteria:** a) **Teaching activities – 70% of the final grade** • Presentation: 35% • Midterm exam: 35% b) **Final exam – 30% of the final grade** (a minimum of 50% is required to pass) • Written exam: 30%
Detailed Overview of Grading within ECTS	

ACTIVITY TYPE	ECTS Student Workload Coefficient	GRADE PERCENTAGE (%)
Class Attendance	0.8	0
Seminar Presentation	1.1	35
Midterm Exam	1.1	35
Total in Class	**3**	**70**
Final Exam	1	30
TOTAL ECTS (Classes + Final Exam)	**4**	**100**

IV. WEEKLY CLASS SCHEDULE

[Vježbe]

#	Topic
1	Introductory Lecture
2	Application of Add-ins in Word
3	Advanced Use of Citation Tools in Word
4	Application of Macros in Word
5	Application of Add-ins in PowerPoint
6	Application of Add-ins in Excel
7	Application of Macros and VBA Scripts in Excel
8	Graphic Formatting of Pages in Word
9	Graphic Formatting of Slides in PowerPoint
10	Graphic Formatting of Cells in Excel
11	Content Integration from Different Programs in MS Office - Part One
12	Content Integration from Different Programs in MS Office - Part Two
13	Power BI for Data Visualization - Part One
14	Power BI for Data Visualization - Part Two
15	Midterm Exam