



HRVATSKO
KATOLIČKO
SVEUČILIŠTE
ZAGREB
UNIVERSITAS
STUDIORUM
CATHOLICA
CROATICA
ZAGREBIA

Detaljni izvedbeni plan

Akademski godina: 2025/2026	Semestar: Zimski
Studiji: Povijest (dvopredmetni) (R) (izborni) Psihologija (R) (izborni) Povijest (dvopredmetni nastavnički) (R) (izborni) Komunikologija - Interkulturalna komunikacija i novinarstvo (R) (izborni) Komunikologija - Znanstveno istraživanje medija i odnosi s javnošću (R) Sociologija - Upravljanje i javne politike (R) (izborni) Povijest (R) (izborni) Sestrinstvo (R) (izborni) Sestrinstvo (I) (izborni)	Godina studija: 1

I. OSNOVNI PODACI O KOLEGIJU

Naziv kolegija: Using Microsoft Office Tools in Practice

Kratice kolegija: IZBD285

ECTS bodovi: 4

Šifra kolegija: 278676

Preduvjeti za upis kolegija: Nema

Ukupno opterećenje kolegija

Vrsta nastave

Ukupno sati

Seminar

30

Mjesto i vrijeme održavanja nastave: HKS - prema objavljenom rasporedu

II. NASTAVNO OSOBLJE

Nositelj kolegija

Ime i prezime: Ježovita Josip

**Akademski
stupanj/naziv:**

Izbor: docent

Kontakt e-mail:
jjezovita@unicath.hr

Telefon:

Konzultacije: Prema objavljenom rasporedu		
<i>Suradnici na kolegiju</i>		
Ime i prezime: Topić Crnoja Matea		
Akademski stupanj/naziv:	Izbor: asistent	
Kontakt e-mail: matea.topic@unicath.hr	Telefon:	
Konzultacije: Prema objavljenom rasporedu		
III. DETALJNI PODACI O KOLEGIJU		
Jezik na kojem se nastava održava: Hrvatski		
Opis kolegija	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.	
Očekivani ishodi učenja na razini kolegija	<ol style="list-style-type: none"> 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. 	
<i>Literatura</i>		
Obavezna	Lambert J. i Frye C. (2022.). <i>Microsoft Office Step by Step (Office 2021 and Microsoft 365)</i> . Pearson Education, Inc.	
Dopunska		
<i>Način ispitivanja i ocjenjivanja</i>		
Polaze se DA	Isključivo kontinuirano praćenje nastave NE	Ulazi u prosjek DA
Preduvjeti za dobivanje potpisa i polaganje završnog ispita	<ol style="list-style-type: none"> 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. 	
Način ocjenjivanja	<ol style="list-style-type: none"> 1. Continuous evaluation of student work through teaching activities 2. Final oral exam (minimum for passing the written exam is 50% correct answers) 	

Način polaganja ispita

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%

Detaljan prikaz ocjenjivanja unutar Europskoga sustava za prijenos bodova

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. TJEDNI PLAN NASTAVE

Vježbe

#	Tema
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