Detaljni izvedbeni plan

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

I. OSNOVNI PODACI O KOLEGIJU

Naziv kolegija: Using Microsoft Office Tools in Practice	
Kratica 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	
Suradnici na kolegiju	
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	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.
Literatura	
Obavezna	Lambert J. i Frye C. (2022.). *Microsoft Office Step by Step (Office 2021 and Microsoft 365)* . Pearson Education, Inc.
Dopunska	

Način ispitivanja i ocjenjivanja

Polaže se DA	**Isključivo kontinuirano praćenje nastave** NE	**Ulazi u prosjek** DA

Preduvjeti za dobivanje potpisa i polaganje završnog ispita	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	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