



COURSE SYLLABUS

2019/2020 Academic Year

GENERAL COURSE INFORMATION

1.1. Course Name	Business Informatics								
1.2. Study Programme	Tourist Destination Management and Marketing undergraduate professional study programme								
1.3. Course Short Name	PINF	1.7. Year of Study	First						
1.4. Course Code	TDM18307	1.8. Semester	First / Winter						
1.5. Course Status	Obligatory	1.9. ECTS	2						
1.6. Course Structure	<table border="1"> <thead> <tr> <th>Class Activities</th> <th>Total hours</th> </tr> </thead> <tbody> <tr> <td>Lectures</td> <td>0</td> </tr> <tr> <td>Exercises</td> <td>15</td> </tr> </tbody> </table>	Class Activities	Total hours	Lectures	0	Exercises	15	1.10. Class Venue and Schedule	Bernays- According to published schedule
Class Activities	Total hours								
Lectures	0								
Exercises	15								

2. TEACHING STAFF

2.1. Lecturer in Charge	Oliver Hip	2.6. Course Associates
2.2. Academic Rank	PhD	2.7. Academic Rank
2.3. Teaching Rank	College Professor	2.8. Teaching Rank
2.4. Contact e-mail	oliver.hip@bernays.hr	2.9. Contact e-mail
2.5. Consultations	According to published schedule	2.10. Consultations

3. COURSE DESCRIPTION

3.1. Course Objectives	The main purpose of the <i>Business Informatics</i> course is to give insight into the contemporary possibilities of using information communication technologies in business via the Internet, as well as showing, on examples, how business is changing when using these new possibilities. The goal is to prepare students for independent and advanced work with/on a personal computer with the help of the Microsoft operating system and Office Tools, and in that way making the knowledge of how the Internet works and how to search for available databases on the Internet possible.
3.2. Enrolment Criteria	There are no specific requirements for enrolment in this course.



3.3. Learning Outcomes	<p>LO1: Use Microsoft Word to create documents LO2: Use Microsoft Excel to graphically organise data LO3: Find, collect and discuss electronically available data via the Internet LO4: Create a complex presentation on a given topic and to present it in a pictorial or graphical format for professional use (Microsoft PowerPoint)</p>																				
3.4. Course Content	<p><u>EXERCISES – OUTCOMES (GOALS) 1,2,3,4</u> Exercises enable students to acquire the basics of the information literacy skills and to master working with/on a personal computer, which will serve as a base for further studies. Exercises are done primarily on personal computers supported by a specific programme. The tools used while doing exercises are adapted to the user's dynamics: Windows 8.1, Microsoft Word 2016, Microsoft Excel, Microsoft PowerPoint and Internet services.</p>																				
3.5. Types of Class Activities	<table border="1"> <tr> <td style="background-color: #D3D3D3;"></td> <td>Lectures</td> <td style="background-color: #D3D3D3;">X</td> <td>Exercises</td> <td style="background-color: #D3D3D3;"></td> <td>Field Trips</td> <td style="background-color: #D3D3D3;"></td> <td>Multimedia and Network</td> <td style="background-color: #D3D3D3;"></td> <td>Mentored Paper</td> </tr> <tr> <td style="background-color: #D3D3D3;"></td> <td>Seminars and Workshops</td> <td style="background-color: #D3D3D3;"></td> <td>Distance Learning</td> <td style="background-color: #D3D3D3;">X</td> <td>Independent Assignments</td> <td style="background-color: #D3D3D3;"></td> <td>Laboratory</td> <td style="background-color: #D3D3D3;"></td> <td>Misc.</td> </tr> </table>		Lectures	X	Exercises		Field Trips		Multimedia and Network		Mentored Paper		Seminars and Workshops		Distance Learning	X	Independent Assignments		Laboratory		Misc.
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3.6. Course Language	Croatian Language																				
3.7. Student Obligations	Attending lectures and exercises regularly. Taking exams, using provided literature and doing exercises as instructed by the teacher (professor).																				
3.8. Monitoring Student Work and ECTS	<table border="1"> <tr> <td style="background-color: #D3D3D3;">0.50</td> <td>Class Attendance</td> <td style="background-color: #D3D3D3;"></td> <td>Written Exam</td> <td style="background-color: #D3D3D3;">0.30</td> <td>Seminar Paper</td> <td style="background-color: #D3D3D3;">1</td> <td>Preliminary Exam(s)</td> <td style="background-color: #D3D3D3;"></td> <td>Project</td> </tr> <tr> <td style="background-color: #D3D3D3;"></td> <td>Activities in Class</td> <td style="background-color: #D3D3D3;"></td> <td>Oral Exam</td> <td style="background-color: #D3D3D3;">0.20</td> <td>Presentation</td> <td style="background-color: #D3D3D3;"></td> <td>Essay</td> <td style="background-color: #D3D3D3;">0.30</td> <td>Misc. (exercises on computer)</td> </tr> </table>	0.50	Class Attendance		Written Exam	0.30	Seminar Paper	1	Preliminary Exam(s)		Project		Activities in Class		Oral Exam	0.20	Presentation		Essay	0.30	Misc. (exercises on computer)
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3.9. Grading Students during Class and Final Exam	<table border="1"> <thead> <tr> <th>Grade Type</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>1. Attending classes</td> <td>5</td> </tr> <tr> <td>2. Seminar paper</td> <td>15</td> </tr> <tr> <td>3. Preliminary exam (practical part)</td> <td>50</td> </tr> <tr> <td>4. Making a presentation</td> <td>15</td> </tr> <tr> <td>5. Doing exercises on computer</td> <td>15</td> </tr> <tr> <td>Total Points</td> <td>100</td> </tr> </tbody> </table>	Grade Type	Points	1. Attending classes	5	2. Seminar paper	15	3. Preliminary exam (practical part)	50	4. Making a presentation	15	5. Doing exercises on computer	15	Total Points	100						
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3.10. Obligatory Literature	<ol style="list-style-type: none"> Mirković, H., Davila, S., Korać, M.: <i>Microsoft Excel 2013 – izrada tabličnih proračuna</i>, Algebra, Zagreb, 2016. Mirković, H., Rutar, A., Korać, M.: <i>Microsoft Word 2013 – pisanje i obrada teksta</i>, Algebra, Zagreb, 2016. Grgić, S., Mirković, H., Soldo, Z.: <i>Microsoft Powerpoint 2013 – izrada prezentacija</i>, Algebra, Zagreb, 2016. 																				



3.11. Supplementary Literature

1. Mirković, H., Soldo, Z.: *Microsoft Powerpoint 2010 – izrada prezentacija*, Algebra učilište, Zagreb, 2012.

3.12. Quality Monitoring Methods

Observations and evaluation of teaching; student questionnaires