<table>
<tr><td colspan="2">NAME OF THE COURSE</td><td colspan="5">Information Technology</td></tr>
<tr><td>Code</td><td>EUA002</td><td>Year of study</td><td colspan="4">1</td></tr>
<tr><td>Course teacher</td><td>Full Professor Željko Garača, PhD
Associate Professor Marko Hell</td><td>Credits (ECTS)</td><td colspan="4">5 ECTS</td></tr>
<tr><td rowspan="2">Associate teachers</td><td rowspan="2">Full Professor Maja Ćukušić
Full Professor Mario Jadrić</td><td rowspan="2">Type of instruction (number of hours)</td><td>L</td><td>S</td><td>E</td><td>F</td></tr>
<tr><td>26</td><td></td><td>26</td><td></td></tr>
<tr><td>Status of the course</td><td>Compulsory</td><td>Percentage of application of e-learning</td><td colspan="4">40%</td></tr>
<tr><td colspan="7">COURSE DESCRIPTION</td></tr>
<tr><td>Course objectives</td><td colspan="6">• Get a complete insight into the technical concepts of IT systems.
• Develop the ability of students to use office tools for communication, presentation and business analysis.</td></tr>
<tr><td>Course enrolment requirements and entry competences required for the course</td><td colspan="6">No prerequisites.</td></tr>
<tr><td>Learning outcomes expected at the level of the course (4 to 10 learning outcomes)</td><td colspan="6">Analyze contemporary technical concepts of IT systems.

1. Identify the underlying logic and the hardware basis of IT systems.
2. Categorize software and differentiate it using classification criteria.
3. Link concepts of data, information and databases with information systems.
4. Identify the importance of computer networks and web technology development for modern information systems.
5. Solve tasks from the area of communication, presentation and business analysis using office tools.</td></tr>
<tr><td>Course content broken down in detail by weekly class schedule (syllabus)</td><td colspan="6">
<table>
<tr><td rowspan="2">Week</td><td colspan="2">Lectures</td><td colspan="2">Exercises:</td></tr>
<tr><td>Topic</td><td>Hours</td><td>Topic</td><td>Hours</td></tr>
<tr><td>1</td><td>Presentation of the course. Presentation of teaching and learning methods and technologies.</td><td>2</td><td>Basic concepts of MS Windows; Windows Explorer; Internet Explorer; E-mail; Moodle. Exercise: Upload a document to Moodle's e-Learning system.</td><td>2</td></tr>
<tr><td>2</td><td>The concept of computer science. The concept of technology.</td><td>2</td><td>Microsoft Office Word: Launch MS Word and get to know its interface; Work with document; Work with text.</td><td>2</td></tr>
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	3	Numerical systems. Coding. Redundancy. Logical algebra. Application of logical algebra.	2	Microsoft Office Word: Formatting the entered text; Editing documents.	2	
	4	Generations of hardware technologies. Hardware systems.	2	Microsoft Office Word: Working with tables; Insert symbols and footnotes; Writing formula.	2	
	5	PCs. The central unit. Peripherals.	2	Microsoft Office PowerPoint: Introduction to MS PowerPoint; Working with the site.	2	
	6	Operating systems. Programming languages and translators.	2	Microsoft Office PowerPoint: Edit a textual presentation section; Edit the graphic part of the presentation.	2	
	7	Other system programs. Applicative software.	2	Microsoft Office PowerPoint: Adding transition and animation effects; Integration of previous knowledge: development of your own presentation.	2	
	8	Theory test		Test Microsoft Office Word. Test Microsoft Office PowerPoint.		
	9	Data. Information. Data organization. Databases. Relational databases.	2	Microsoft Office Excel: Introduction to MS Excel; Work lists.	2	
	10	User interface. Multimedia. Virtual Reality.	2	Microsoft Office Excel: Data entry and formatting in Excel; Working with cells, columns and rows; Excel as a database.	2	
	11	Algorithms. Programming. SQL.	2	Microsoft Office Excel: Basic Data Analysis Functions;	2	

12	Telecommunications. Computer networks. Data transfer. Internet.	2	Mathematical functions; Textual Functions; Logical and address functions.	2
13	Wide area network. Internet. Computer network architecture.	2	Microsoft Office Excel: Using graph to display data graphs.	2
14	Traditional methods of digital data processing. Modern methods of digital data processing. Strategic technology trends.	2	Microsoft Office Excel: Exercises on the examples of MS Excel tests.	2
15	Theory test		Test Microsoft Office Excel.	

Format of instruction	x lectures ☐ seminars and workshops x exercises ☐ *on line* in entirety x partial e-learning ☐ field work	☐ independent assignments x multimedia ☐ laboratory ☐ work with mentor **x** self-evaluation trough online quizzes (other)
Student responsibilities	The course work can be described as a method of continuous student progress evaluation since a model of accumulation of points has been formulated which enables the student to collect points through various activities. The goal is that every student collects sufficient number of points corresponding to a grade during the semester. In this model, a low result in one activity can be compensated by points in other activities and enabling students to decide how to allocate their efforts. Requirement for the exam: Students who pass 3 out of 4 online quizzes from the first part of the course material can take the first test. Analogously, it is necessary to pass 3 out of 4 online quizzes from the second part of the course material to take the second test. Students should pass 6 out of 8 self-evaluation online quizzes. The quiz can be accessed after the topic has been lectured in class, and the timefrime for solving each quiz is limited to two weeks. The number of attempts is unlimited. The quiz is considered as passed if more than 55% points are achieved. Additional exam requirement is participating in at least 50% of all class meetings (25% for the part-time students).	

Screening student work *(name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS*	Class attendance	1,7 ECTS	Research		Practical training	
	Experimental work		Report		Tests (Other)	
	Essay		Seminar essay		Online quizzes (Other)	1 ECTS
	Tests	2 ECTS	Oral exam		Workshop attendance	0,3 ECTS

value of the course)					(Other)	
	Written exam		Project		(Other)	

Grading and evaluating student work in class and at the final exam	It is possible to collect a total of 100 points through 3 practical tests (35 points) and 2 theoretical tests (40 points through multiple choice questions and 25 points through written tests with essay type questions). Requirements for the exam exemption: a total of 71 points achieved overall. In the case of exam exemption, the score is based on the total number of points where every five points give a higher grade. Threshold and related grades: 0-70 insufficient (1) 71-75 sufficient (2) 76-80 good (3) 81-85 very good (4) 86-100 excellent (5) If a student does not have enough points from the assessment activities during the semester, he or she is required to take the exam. Before the exam, the student must pass all practical tests. The first part of the exam is a mandatory written test on which a maximum grade good can be achieved (3). The second part of the exam, which is not obligatory, is either a written or oral test with questions of an open, essay type on which a maximum of 15 points can be achieved. A student who does not pass the exam within the next exam period must repeat the entire exam.

	Title	**Number of copies in the library**	**Availability via other media**
Required literature (available in the library and via other media)	Garača, Ž.: „Informatičke tehnologije“, Ekonomski fakultet u Splitu.	23	

Optional literature (at the time of submission of study programme proposal)	Bosilj Vukšić, V., Peić Bach, M.: „Poslovna informatika“, Element, Zagreb, 2012. Peter Ekman, Peter Dahlin i Christina Keller (2022). Management and Information Technology after Digital Transformation, Routledge Papers: • Garača, Željko: Unapređenje poslovnih procesa kroz aplikacijsku potporu // Utjecaj organizacijskih varijabli na uspjeh programa unapređenja poslovnih procesa / Buble, Marin (ur.). Split: Sveučilište u Splitu, Ekonomski fakultet, 2010. str. 26-37. Mijač, Tea; Jadrić, Mario; Ćukušić, Maja: In Search of a Framework for User- Oriented Data- Driven Development of Information Systems // Economic and business review : for Central and South-Eastern Europe, 21 (2019), 3; 439-465 doi:10.15458/ebr.89 (međunarodna recenzija, članak,

	znanstveni) • Jadrić, Mario; Ćukušić, Maja; Garača, Željko: Exploring the Responsibilities and Practices Behind Information Security Governance // Proceedings of the 4th International OFEL Conference on Governance, Management and Entrepreneurship / Tipurić, Darko ; Kovač, Ivana (ur.). Zagreb, Hrvatska: CIRU - Governance research and development centre, 2016. str. 328-342.
Quality assurance methods that ensure the acquisition of exit competences	• Monitoring attendance and performance of other student obligations (teacher) • Teaching Supervision (Vicedean for Teaching) • Analysis of the success of studies in all subject studies (Vicedean for Teaching) • Student Survey on the Quality of Teachers and Teaching for Each Subject Study (UNIST, Center for Quality Improvement) • The exam conducted by the subject teacher examines all learning outcomes of the subject. Periodic examination of the content of the exam is conducted on the basis of which the appropriateness of the method of checking the learning outcomes (Vicedean for Teaching)
Other (as the proposer wishes to add)	