

General information			
Course co-ordinator		Ksenija Klasić, PhD, College Professor	
Course title		COMPUTER BASICS	
Study programme		Professional undergraduate study Accounting and Finance	
Course status		Obligatory	
Year	Semester	1	I
Value of credits and lecturing procedures		ECTS	4
		Number of hours (Lectures+Exercises+Seminars)	45 (30+15+0)

1. COURSE DESCRIPTION	
<i>1.1. Objectives</i>	
<p>The objective of the course is to inform the students with the basics of information technology and prepare them for an independent work and the application of computers in the business practice, as well as the protection at work while working at the PC. The acquired knowledge on the elements of information technology and mastering the skills of working at the PC (Word, Outlook, Powerpoint) is necessary for mastering the contents of the course Business Information Technology and all the courses of this professional study programme which require the use of the PC and the corresponding software, especially in the following courses: Business Statistics, Financial Accounting, Management Accounting, Banking and the Operations of Insurance Companies as well as Operations of Sole Traders and Free Professions.</p>	
<i>1.2. Course enrolment conditions</i>	
None	
<i>1.3. Expected outcomes of the course</i>	
<ol style="list-style-type: none"> 1. to differentiate types and models of organisation of business information systems 2. to recognize the difference between the Internet, Intranet and Extranet 3. to organize the place of work in accordance with the Rulebook on Safety and Health Protection In the Workplace with PC 4. to identify the basic levels of protection of PC and data 5. to make a presentation using the software for presentations (PWPT) 6. to write documents using the text processor software (Word) 	
<i>1.4. Course contents</i>	
<p>IT system in business. Definition of the system, business system and its IT system. Short review of history of IT systems. Types and models of IT systems. PC supported office operations. Standard tools for office operations (e.g. Power Point). Organisation of business IT system. Planning of organisation of IT system – to buy or to create one's own IT system. Internet technology and its application: development of Internet and its application. Intranet and extranet, virtual organisation, e-business, social networks in business, cloud operations. Ergonomics at workplace with PC, application of the Rulebook on Safety and Health Protection in the Workplace with PC. Exercises at workplace. Health risks and protection. Basic protection measures of IT system. Abuse of IT system – reasons and examples. Organisational culture of business system and organisation of IT system. Types of risks referring to IT system. Levels of IT system protection and how to protect it.</p>	
<i>1.5. Teaching methods</i>	<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> instruction <input checked="" type="checkbox"/> guided discovery learning <input checked="" type="checkbox"/> discussion <input checked="" type="checkbox"/> group/team learning <input type="checkbox"/> _____

1.6. Comments							
1.7. Students' obligations							
Attendance in classes – part time students are expected to be present at least 50% of the total teaching hours, whereas full time students are expected to be present at least 70% of the total teaching hours. Students should actively participate in exercises. Independent task solving according to the lecturer's instructions and independent presentation and essay according to the instructions determined by the RRiF College of Financial Management.							
1.8. Monitoring students' accomplishments							
Attendance	0.5	Student's activity during lectures	0.5	Seminar paper		Experimental work	
Written exam	1	Oral exam		Essay	0.5	Research work	
Project		Permanent testing of student's knowledge	0.5	Written presentation		Practical work	0.5
Portfolio		Independent task solving	0.5				
1.9. Measuring the achievements of learning outcomes and evaluation and assessment of the results of students' work							
The workload factor of each learning outcome stated in the Chapter 1.3. totals 1. A half of the workload factor for each learning outcome represents a minimum threshold for the achievement of the this learning outcome. The evaluation of students' work during the semester comprises the attendance, activity and the record of the practical part of exercises on PC. It also includes quick check-up tests not announced in advance. The theoretical part of the course contents is assessed in mid-term exams. The students are obliged to take the test on knowledge of using the appropriate software and to prepare the paper on the determined topic including its presentation, which represents a pre-condition to take the written exam. The written exam is taken at the end of the semester. The final grade is based on the total sum of grades and regularity in teaching (10%), seminar work (10%), presentation (10%), exercise test (20%) and written exam (50%).							
1.10. Obligatory reading							
<ol style="list-style-type: none"> 1. Radni materijali s predavanja i vježbi (dostupno na Eduneti) 2. Šimec, A.(2013): Upotreba i integracija MS Office alata u poslovanju, skripta, Tehničko veleučilište, Zagreb (dostupno na Eduneti) 3. Zakonska regulative dostupna na www.nn.hr 4. Prezentacije studenata (dostupno na Eduneti) 							
1.11. Optional reading							
<ol style="list-style-type: none"> 1. Varga, Strugar et al: Informacijski sustavi u poslovanju, Ekonomski fakultet, Sveučilište u Zagrebu, 2016 2. Varga, Čurko et al: Informatika u poslovanju, Element, Zagreb, 2007. 3. Panian, Ž...: Poslovna informatika za ekonomiste, Masmedija, Zagreb, 2005. 4. Čerić, V., Varga, M. et al: Informacijska tehnologija u poslovanju, Element, Zagreb, 2004. 5. Klasić, K.: Uvod u uredsko poslovanje, skripta, Tehničko veleučilište, Zagreb, 2004. (dostupno na Eduneti) 6. Srića, Kliment, Knežević: Uredsko poslovanje, Sinergija, Zagreb, 2003. 7. Panian, Ž. i Strugar, I.: Primjena računala u poslovnoj praksi, Sinergija, Zagreb, 2000. 8. Različiti članci po izboru dostupni putem Interneta (www.hrcak.srce.hr itd.) 							
1.12. Quality control which ensures the acquisition of the corresponding knowledge, skills and competences after the completion of the study.							
At the end of the semester the students fill in an anonymous questionnaire. The comments, suggestions and information in							

the questionnaire and the evaluation procedures are to be used to improve lectures, exercises and other ways of work with students. Self-evaluation of teaching staff is aimed at making some corrections in order to improve the quality of teaching.

1.13. Expected competences

- digital competences
- preparing presentations with the application of the appropriate presentation software (PWPT)
- preparing documents with the application of the appropriate text processing software (Word)