

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Informatics Fundamentals				
Head of course	Assistant Professor, PhD Snježana Babić				
Study programme	Professional undergraduate study Road Transport				
Status of a course	Obligatory				
Year of study	1.	Semester	I	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2L+3E				
Goals of a course					
Students acquire the basic knowledge, skills and competences necessary to understand the application of computer science and information and communication technology in the road / rail transport system, as well as to continue their studies and lifelong education.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 11: Select appropriate information technology and software to address specific road/ railroad transport problems. Outcome 14: Independently present professional content on oral, written and graphical basis using the usual tools in Croatian and/or foreign language.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Distinguish and explain the basic concepts of computer science and information and computer technology. 2. Explain the basic concepts of computer systems (hardware and software) required for operation in the road/rail transport system. 3. Define a business information system supported by information technology and categorize and describe related elements. 4. Explain the basic concepts of computer networks. 5. Define and explain the basic concepts of databases. 6. Interpret modern technologies and evaluate the possibilities of their application in road/rail transport system. 7. Apply the desktop and mobile versions of advanced level computer tools for text processing, presentation creation and spreadsheets, and other selected computer tools to organize tasks and time for work in road/rail transport system. 					
Content of a course					
Computer networks and Internet technology. Web 2.0 technology. Exercises: Using and connecting desktop and a mobile version of computer tools for text processing, making a presentation and tabular calculators in advanced level and other selected computer tools for organising assignments and time for working in road/railroad traffic system.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					
Grading, evaluation and monitoring of students' work continuously during lectures and exams					

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

Continuous check-up:

Outcomes	Practical exam 1	Practical exam 2	Class Activity	Theoretical written exam 1	Theoretical written exam 2	Threshold	Max
Outcome 1				6%		3%	6%
Outcome 2				6%		3%	6%
Outcome 3				8%	8%	8%	16%
Outcome 4					5%	2,5%	5%
Outcome 5					5%	2,5%	5%
Outcome 6			8%		2%	5%	10%
Outcome 7	25%	25%	2%			26%	52%
Percentage of ECTS	1,25	1,25	0,5	1	1	2,5	5
Total	25%	25%	10%	20%	20%	50 %	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	5%	1%	6%
Outcome 2	5%	1%	6%
Outcome 3	10%	6%	16%
Outcome 4	4%	1%	5%
Outcome 5	4%	1%	5%
Outcome 6	9%	1%	10%
Outcome 7	52%	-	52%
Percentage of ECTS	4,45	0,55	5
Total	89%	11%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Bosilj Vukšić, V., Pejić Bach, M. (ur.) i sur.: Poslovna informatika, Element, Zagreb, 2012.;
2. Grundler, D. i sur.: Windows 7, Office 2010 (Syllabus 5.0), Pro-mil, Varaždin, 2011.;
3. Birnbaum, D., Vine, M.: Excel VBA Programming for the Absolute Beginner, 3rd Edition Thomson Course Technology, 2007;
4. Manuals and guides for applying software tools; teaching materials.

Additional literature
<ol style="list-style-type: none">1. Čerić, V., Varga, M. i sur.: Informacijska tehnologija u poslovanju, Element, Zagreb, 2004.;2. Panian, Ž.: Poslovna informatika, Informator, Zagreb, 1999.

