

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Basics of Information Science				
Head of course	PhD Sabrina Šuman, Senior Lecturer				
Study programme	Professional undergraduate study Telematics				
Status of a course	Obligatory				
Year of study	1.	Semester	I	ECTS credits	5
Teaching plan (L + E + S+ Pr)	2+2+0+0				
Goals of a course					
Acquire basic terminology and skills of information and communication technologies from software and hardware aspects.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
Outcome 4: Use computer principles and methods related to the architecture and organization of computers and computer networks.					
Outcome 5: Use computer principles and methods related to programming languages, databases, and operating systems.					
Outcome 10: Analyse and implement an information system in the field of telematics.					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Describe the basic concepts of information and communication technology 2. Understand the functions and operation of computer components 3. Discuss possible ways to transfer data and connect devices 4. Propose a computer-communication architecture considering specific needs 5. Apply the basic functions and operations of databases and spreadsheets 6. Use an operating system, text editor, and cloud computing services 					
Content of a course					
Information science. Information. Information society. Information technology. Computer. Software Communications. Organization and information. Notion of system. System theory. Information system. Development of data processing. Computer systems and their development. Selection of computer equipment. Mathematical and logical basics of computers. Data presentation and organization. Redundancy. Software support for computer work. Software selection. Computer networks. Multimedia. Information system security. Practice: Windows, Word, Excel, Access, Power Point and Internet.					
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					
Presentation of seminar work. Note: highlighted in yellow.					
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	Pre-exam I	Pre-exam 2	Seminar work	Threshold	Max
Outcome 1	10 %			5%	10 %
Outcome 2	10 %			5%	10 %
Outcome 3	5 %			2,5%	5 %
Outcome 4	5 %			2,5%	5 %
Outcome 5		40%		20%	40 %
Outcome 6		10%	20%	15%	30%
Percentage of ECTS	1,5	2,5	1	-	-
Total	30 %	50 %	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	Theory	Practical assignments	Threshold	Max
Outcome 1	10 %		5%	10 %
Outcome 2	10 %		5%	10 %
Outcome 3	5 %		2,5%	5 %
Outcome 4	5 %		2,5%	5 %
Outcome 5		40%	20%	40 %
Outcome 6		20%	10%	20%+10%
Percentage of ECTS	1,5	3,5	-	-
Total	30 %	70 %	50 %	90%+10%=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

- Šuman, S., Gligora Marković, M., Uvod u računala i informacijsko komunikacijske tehnologije, Veleučilište u Rijeci, Rijeka, 2010.

Additional literature

- Grundler, Gvozdanović, Ikica, Kos, Milijaš, Srnec, Širanović, Zvonarek ECDL priručnik Osnovni program - 7 modula, Pro-mil Varaždin, 2009
- Grundler, D., Ostović, Z.; Kako radi računalo, Pro-mil, 2004. Varaždin

