

Teaching Language: Hrvatski

Detailed Course Syllabus

Academic year: 2025/2026	Semester: Winter semester			
Study Program: Povijest (dvopredmetni) (R) (elective) Psihologija (R) (elective) Povijest (dvopredmetni nastavnički) (R) (elective)	Year of study: 1			
I. BASIC COURS	SE INFORMATION			
Name: Using Microsoft O	ffice Tools in Practice			
Status: Compulsory	ECTS: 4	Code: 278676		
Total Course Workload				
Teaching Mode	Total Hours			
Seminar	30			
Class Time and Place: H	KS - according to the published schedule			
II. TEACHING S	STAFF			
Course Holder				
Name and Surname: Ježovita Josip				
Academic Degree:				
Contact E-mail: jjezovita@unicath.hr	Telephone:			
Office Hours: According	to the published schedule			
Course Assistant				
Name and Surname: Top	ić Crnoja Matea			
Academic Degree:				
Contact E-mail: matea.topic@unicath.hr	Telephone:			
Office Hours: According to the published schedule				
III. DETAILED COURSE INFORMATION				

Course Description

The goal of the course is to familiarize students with advanced skills in MS Office programs, as well as with content integration across three MS Office programs. Students will learn to use add-ins, macros, and VBA scripts in Excel, as well as the basics of Power BI. Throughout the course, students will prepare for the application of advanced solutions in business reporting.

Educational Outcomes

- 1. Select appropriate add-ins and macros in MS Office programs.
- 2. Connect different types of content from multiple sources in MS Office programs.
- 3. Choose the appropriate way to display results in the Power BI interface.
- 4. Justify the selection of an adequate solution for presenting research results in a business environment.

Student obligations

Textbooks and Materials

Required

Lambert J. i Frye C. (2022.). Microsoft Office Step by Step (Office 2021 and Microsoft 365). Pearson Education, Inc.

Supplementary

Examination and Grading

Prerequisites to Obtain Signature and Take Final Exam

- 1. Regular class attendance presence at at least 70% of classes according to the study program and teaching plan:
- 2. Proper completion of exercise obligations prepared presentation;
- 3. Attainment of a minimum success rate of 35% during classes within the prescribed teaching activities achieved cumulatively.

Examination Manner

- 1. Continuous evaluation of student work through teaching activities
- 2. Final oral exam (minimum for passing the written exam is 50% correct answers)

Grading Manner

Numerical grading scale for student work:

- Sufficient (2) 50-64.9%
- Good (3) 65-79.9%
- Very good (4) 80-89.9%
- Excellent (5) 90% and above

Grading criteria:

- a) Teaching activities 70% of the final grade
 - Presentation: 35%Midterm exam: 35%
- b) Final exam 30% of the final grade (a minimum of 50% is required to pass)
 - Written exam: 30%

Detailed Overview of Grading within ECTS

ACTIVITY TYPE	ECTS Student Workload Coefficient	GRADE PERCENTAGE (%)
Class Attendance	0.8	0

Seminar Presentation	1.1	35
Midterm Exam	1.1	35
Total in Class	3	70
Final Exam	1	30
TOTAL ECTS (Classes + Final Exam)	4	100

Midterm exam dates:

Exam period dates:

IV. WEEKLY CLASS SCHEDULE

[Vježbe]		
#	Торіс	
1	Introductory Lecture	
2	Application of Add-ins in Word	
3	Advanced Use of Citation Tools in Word	
4	Application of Macros in Word	
5	Application of Add-ins in PowerPoint	
6	Application of Add-ins in Excel	
7	Application of Macros and VBA Scripts in Excel	
8	Graphic Formatting of Pages in Word	
9	Graphic Formatting of Slides in PowerPoint	
10	Graphic Formatting of Cells in Excel	
11	Content Integration from Different Programs in MS Office - Part One	
12	Content Integration from Different Programs in MS Office - Part Two	
13	Power BI for Data Visualization - Part One	
14	Power BI for Data Visualization - Part Two	
15	Midterm Exam	