



HRVATSKO  
KATOLIČKO  
SVEUČILIŠTE  
ZAGREB  
UNIVERSITAS  
STUDIORUM  
CATHOLICA  
CROATICA  
ZAGREBIA

# 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 COURSE INFORMATION

**Name:** Using Microsoft Office Tools in Practice**Status:** Compulsory**ECTS:** 4**Code:** 278676*Total Course Workload***Teaching Mode****Total Hours**

Seminar

30

**Class Time and Place:** HKS - according to the published schedule

## II. TEACHING STAFF

*Course Holder***Name and Surname:** Ježovita Josip**Academic Degree:****Contact E-mail:**[jezovita@unicath.hr](mailto:jezovita@unicath.hr)**Telephone:****Office Hours:** According to the published schedule*Course Assistant***Name and Surname:** Topić Crnoja Matea**Academic Degree:****Contact E-mail:**[matea.topic@unicath.hr](mailto:matea.topic@unicath.hr)**Telephone:****Office Hours:** According to the published schedule

## III. DETAILED COURSE INFORMATION

**Teaching Language:** Hrvatski

<b>Course Description</b>	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.							
<b>Educational Outcomes</b>	<ol style="list-style-type: none"> <li>1. Select appropriate add-ins and macros in MS Office programs.</li> <li>2. Connect different types of content from multiple sources in MS Office programs.</li> <li>3. Choose the appropriate way to display results in the Power BI interface.</li> <li>4. Justify the selection of an adequate solution for presenting research results in a business environment.</li> </ol>							
<b>Student obligations</b>								
<i>Textbooks and Materials</i>								
<b>Required</b>	Lambert J. i Frye C. (2022.). <i>Microsoft Office Step by Step (Office 2021 and Microsoft 365)</i> . Pearson Education, Inc.							
<b>Supplementary</b>								
<i>Examination and Grading</i>								
<b>Prerequisites to Obtain Signature and Take Final Exam</b>	<ol style="list-style-type: none"> <li>1. Regular class attendance – presence at at least 70% of classes according to the study program and teaching plan;</li> <li>2. Proper completion of exercise obligations – prepared presentation;</li> <li>3. Attainment of a minimum success rate of 35% during classes within the prescribed teaching activities – achieved cumulatively.</li> </ol>							
<b>Examination Manner</b>	<ol style="list-style-type: none"> <li>1. Continuous evaluation of student work through teaching activities</li> <li>2. Final oral exam (minimum for passing the written exam is 50% correct answers)</li> </ol>							
<b>Grading Manner</b>	<p><b>Numerical grading scale for student work:</b></p> <ul style="list-style-type: none"> <li>• Sufficient (2) – 50–64.9%</li> <li>• Good (3) – 65–79.9%</li> <li>• Very good (4) – 80–89.9%</li> <li>• Excellent (5) – 90% and above</li> </ul> <p><b>Grading criteria:</b></p> <p>a) <b>Teaching activities – 70% of the final grade</b></p> <ul style="list-style-type: none"> <li>• Presentation: 35%</li> <li>• Midterm exam: 35%</li> </ul> <p>b) <b>Final exam – 30% of the final grade</b> (a minimum of 50% is required to pass)</p> <ul style="list-style-type: none"> <li>• Written exam: 30%</li> </ul>							
<b>Detailed Overview of Grading within ECTS</b>	<table border="1"> <thead> <tr> <th>ACTIVITY TYPE</th> <th>ECTS Student Workload Coefficient</th> <th>GRADE PERCENTAGE (%)</th> </tr> </thead> <tbody> <tr> <td>Class Attendance</td> <td>0.8</td> <td>0</td> </tr> </tbody> </table>		ACTIVITY TYPE	ECTS Student Workload Coefficient	GRADE PERCENTAGE (%)	Class Attendance	0.8	0
ACTIVITY TYPE	ECTS Student Workload Coefficient	GRADE PERCENTAGE (%)						
Class Attendance	0.8	0						

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

**Midterm exam dates:**

**Exam period dates:**

#### **IV. WEEKLY CLASS SCHEDULE**

*[Vježbe]*

<b>#</b>	<b>Topic</b>
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