<table>
<tr><td colspan="2">NAME OF THE COURSE</td><td colspan="5">Basics of Information Technology</td></tr>
<tr><td>Code</td><td>ECA005</td><td>Year of study</td><td colspan="4">I</td></tr>
<tr><td>Course teacher</td><td>Associate Professor Marko Hell
Assistant professor Tea Mijač</td><td>Credits (ECTS)</td><td colspan="4">6 ECTS</td></tr>
<tr><td rowspan="2">Associate teachers</td><td rowspan="2">Full Professor Maja Ćukušić
Full Professor Mario Jadrić
Assistant professor Tea Mijač</td><td rowspan="2">Type of instruction (number of hours)</td><td>L</td><td>S</td><td>E</td><td>F</td></tr>
<tr><td>26</td><td></td><td>26</td><td></td></tr>
<tr><td>Status of the course</td><td>Compulsory</td><td>Percentage of application of e-learning</td><td colspan="4">40%</td></tr>
<tr><td colspan="7">COURSE DESCRIPTION</td></tr>
<tr><td>Course objectives</td><td colspan="6">• Get a complete insight into the technical concepts of IT systems.
• Develop the ability of students to use office tools for communication and presentation.</td></tr>
<tr><td>Course enrolment requirements and entry competences required for the course</td><td colspan="6">No prerequisites.</td></tr>
<tr><td>Learning outcomes expected at the level of the course (4 to 10 learning outcomes)</td><td colspan="6">Describe contemporary technical concepts of IT systems.

1. Identify the underlying logic and the hardware basis of IT systems.
2. Categorize software and differentiate it using classification criteria.
3. Link concepts of data, information and databases with information systems.
4. Identify the importance of computer networks and web technology development for modern information systems.
5. Solve tasks from the area of communication, presentation and business analysis using office tools.</td></tr>
<tr><td>Course content broken down in detail by weekly class schedule (syllabus)</td><td colspan="6"><table>
<tr><td rowspan="2">Week</td><td colspan="2">Lectures</td><td colspan="2">Exercises:</td></tr>
<tr><td>Topic</td><td>Hours</td><td>Topic</td><td>Hours</td></tr>
<tr><td>1</td><td>IT basics of a classic work environment. Business informatics. Mathematical and logical foundations of IT technologies.</td><td>2</td><td>Basic concepts of MS Windows; Windows Explorer; Internet Explorer; E-mail; Moodle. Exercise: Upload a document to Moodle's e-Learning system.</td><td>2</td></tr>
<tr><td>2</td><td>Hardware. Software. Introduction to software development.</td><td>2</td><td>Microsoft Office Word: Launch MS Word and get to know its interface; Work with document; Work with text. Formatting the entered text; Editing documents.</td><td>2</td></tr>
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	3	Networking within a workplace setting.	2	*Microsoft Office Word:* Working with tables; Insert symbols and footnotes; Writing formula.	2	
	4	Virtualization for business. Client/server concept. Web applications. Cloud computing.	2	*Microsoft Office PowerPoint*: Introduction to MS PowerPoint; Working with the site. Edit a textual presentation section; Edit the graphic part of the presentation.	2	
	5	Information systems based on cloud technology. Cloud usage in the organization. Social networks.	2	*Microsoft Office PowerPoint*: Adding transition and animation effects; Integration of previous knowledge: development of your own presentation.	2	
	6	Digitization and digital transformation of business. Basic data concepts. Data organization.	2	*Microsoft Office Excel:* Introduction to MS Excel; Work lists.	2	
	7	Data sources in business. Information as business value	2	*Microsoft Office Excel:* Data entry and formatting in Excel; Working with cells, columns and rows; Excel as a database.	2	
	8	Theory test		.		
	9	Business information systems.	2	*Microsoft Office Excel:* Basic Data Analysis Functions;	2	
	10	Introduction to Artificial intelligence. AI technology.	2	*Microsoft Office Excel*: ; Team Assignment – Using Tools on a Business Case	2	
	11	Artificial intelligence in business environment.	2	*Microsoft Office Excel:* Mathematical functions; Textual Functions; Logical and address functions.	2	
	12	Block chain technology.	2	*Microsoft Office Excel:* Using graph to display data graphs.	2	

13	Cryptocurrencies.	2	*Microsoft Office Excel:* Team Assignment: Analysis and Use of Diagrams in a Business Case	2	
14	Accepting the future trends: Web 4.0 and beyond.	2	*Microsoft Office Excel:* Exercises on the examples of MS Excel tests.	2	
15	Theory test		Test Microsoft Office Excel.		

Format of instruction	x lectures ☐ seminars and workshops x exercises ☐ *on line* in entirety x partial e-learning ☐ field work	x independent assignments x multimedia ☐ laboratory ☐ work with mentor ☐ self-evaluation tests trough online quizzes (other)
Student responsibilities	The course work can be described as a method of continuous student progress (formative assessment) evaluation since a model of accumulation of points has been formulated which enables the student to collect points through various activities. The goal is that every student collects sufficient number of points corresponding to a grade during the semester. In this model, a low result in one activity can be compensated by points in other activities and enabling students to decide how to allocate their efforts. Requirement for the exam: In order for students to get a signature and have the right to take the exam, they need to collect 41 points or more throughout the semester. Additional exam requirement is participating in at least 50% of all class meetings (25% for the part-time students).	

Screening student work *(name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course)*	Class attendance	2 ECTS	Research		Practical training	
	Experimental work		Report		Tests (Other)	
	Essay		Seminar essay		Online quizzes (Other)	1 ECTS
	Tests	2,7 ECTS	Oral exam		Workshop participation (Other)	0,3 ECTS
	Written exam		Project		(Other)	

Grading and evaluating student work in class and at the final exam	In order to achieve permanent learning, after each teaching block of lectures (except when the knowledge verification test is written), tasks (independent assignments) are written for the purpose of connecting "old" and "new" knowledge acquired during classes. With each task, the student can earn up to 2 points, i.e. a maximum of (8 * 2 points) 16 points. The teaching material is divided into 5 basic units. After each unit, there is a knowledge verification test for assessing the adopted material of the taught unit. With each test, a student can earn up to 5 points, i.e. a maximum of (5*5 points) 25 points. In case of dissatisfaction with the success of the knowledge test, the student can achieve a better result through two colloquia (theory tests) (maximum 25 points in total) or a written exam (during the exam period - maximum 25 points) if he has met the conditions for taking the exam. In the final calculation of points, the better result of

	the knowledge test or colloquium. If a student has not achieved enough during the semester for a direct grade entry but has earned the right to a signature, they must take the exam. During class, the subject teacher can award additional points to students who actively contribute to the development of the discussion during class. The practical part of the class, which deals with the tools of office business, is scored through teamwork and work tasks on tests in the colloquium term. This way, a student can earn a maximum of 30 points. Overall, a student can earn a maximum of 75 points during classes. Threshold and related grades: • 41 to 50 - the right to take the exam • 51 to 60 – sufficient (2) • 61 to 75 good (3) A student can earn more than 75 points by writing a research paper in agreement with the subject teacher or by taking an oral exam. The oral exam is based on three questions through which the student demonstrates understanding and description of the concepts of information technology (very good), and the ability to differentiate between them in their applicability (excellent). A student can obtain a maximum of 25 points in an oral exam or by writing a research paper. • 76-85 - very good (4) • 86-100 excellent (5) If a student does not pass the knowledge assessments during the semester, they are required to take the exam. The exam consists of a written part, followed by a mandatory oral examination. The written part includes theoretical questions and a practical Excel test (if the student has not passed through midterm exams). After passing the written part, the student proceeds to the oral exam, which determines the final grade. A student who fails the final exam must retake the entire exam (both the written and oral parts) in the next exam period. The points earned during the semester are valid only for that academic year.

Required literature (available in the library and via other media)	**Title**	**Number of copies in the library**	**Availability via other media**
	Online material		Moodle
	Željko Garača: ERP sustavi, Ekonomski fakultet Split, Split	23	

Optional literature (at the time of submission of study programme proposal)	Peter Ekman, Peter Dahlin i Christina Keller (2022): Management and Information Technology after Digital Transformation, Routledge Bosilj Vukšić, V., Peić Bach, M.: „Poslovna informatika“, Element, Zagreb, 2012. • Papers:Garača, Željko: Unapređenje poslovnih procesa kroz aplikacijsku potporu // Utjecaj organizacijskih varijabli na uspjeh programa unapređenja poslovnih procesa / Buble, Marin (ur.). Split: Sveučilište u Splitu, Ekonomski fakultet, 2010. str. 26-37.

	• Mijač, Tea; Jadrić, Mario; Ćukušić, Maja: In Search of a Framework for User- Oriented Data- Driven Development of Information Systems // *Economic and business review : for Central and South-Eastern Europe,* **21** (2019), 3; 439-465 doi:10.15458/ebr.89 (međunarodna recenzija, članak, znanstveni) • Jadrić, Mario; Ćukušić, Maja; Garača, Željko: Exploring the Responsibilities and Practices Behind Information Security Governance // Proceedings of the 4th International OFEL Conference on Governance, Management and Entrepreneurship / Tipurić, Darko ; Kovač, Ivana (ur.). Zagreb, Hrvatska: CIRU - Governance research and development centre, 2016. str. 328-342.
Quality assurance methods that ensure the acquisition of exit competences	• Monitoring attendance and performance of other student obligations (teacher) • Teaching Supervision (Vicedean for Teaching) • Analysis of the success of studies in all subject studies (Vicedean for Teaching) • Student Survey on the Quality of Teachers and Teaching for Each Subject Study (UNIST, Center for Quality Improvement) • The exam conducted by the subject teacher examines all learning outcomes of the subject. Periodic examination of the content of the exam is conducted on the basis of which the appropriateness of the method of checking the learning outcomes (Vicedean for Teaching)
Other (as the proposer wishes to add)	