

BASIC COMPUTER SKILLS	
GENERAL INFORMATION	
Course coordinator	Associate Professor Krešimir Šolić, PhD
Assistant/Associate	Assistant Professor Mirko Pešić, PhD Kristina Kralik, MSc
Study Programme	Integrated undergraduate and graduate university study of Medicine
Status of the course	Elective
Year of study, semester	1 st year 2 nd semester
ECTS	2
Workload (hours)	Exercises (25)
Expected number of students	30
COURSE DESCRIPTION	
Course objectives	
To enable students for independent work on a computer and for usage of basic computer programs and Internet technologies.	
Enrolment requirements and entry competencies	
None.	
Learning outcomes at the Programme level	
2.2, 3.4., 4.2.	
Learning outcomes (5-10)	
After finishing exercises, independent learning and passing the exam, students will be able to: 1. Correctly organize their data on a personal computer. 2. Interpret the rules of document editing. 3. Select the required spreadsheet options when processing data. 4. Assess the quality of the digital presentation. 5. Evaluate search results of the internet. 6. Choose a professional and secure way to communicate digitally.	
Course content	
Exercises: V1. Operating system, organization and data protection. V2. Text editing program. V3. Spreadsheet and graphical data program. V4. Presentation making program. V5. Different information retrieval and communication programs on the Internet.	
Mode of teaching	
Exercises	
Student obligations	

Attendance at all forms of classes is mandatory. A student may justifiably miss 30% of classes.

Monitoring student work (alignment of learning outcomes, teaching methods and grading)

Teaching activity	ECTS	Learning outcome	Student activity	Assessment methods	Grade points	
					Min.	Max.
Class attendance	0.2	1 – 6	Class attendance	Class record	5	10
Practicals	1.2	1 – 6	Solving problems	Homework presentation	15	30
Final exam	0.6	2 – 6	Independent work	Evaluation of seminar paper	30	60
Ukupno	2				50	100

Calculation of final grade:

Since the study program schedule descriptive assessment of elective courses, the course coordinator awards the grade "passed" to a student who achieves 50 or more grade points in the course. Student has to have minimum from all three Teaching activities.

Required reading (available in the library and through other media)

Title	Number of copies in the library	Availability through other media
Any commercial manual that covers the version of the operating system and user software that is used in the IT practicum		
Teaching materials of the course leader		Merlin e-learning system

Additional reading

Any digital educational content on the Internet.

Course evaluation procedures

Anonymous, quantitative, standardized student survey on the subject and work of teachers conducted by the Office for Quality of the Medical Faculty Osijek.

Note /Other

E-learning is not included in the norm of course hours, but is used in teaching and contains teaching materials of the course leader, links to various pages, video and audio materials available on the Internet.