NAME OF THE COURSE	Basic Text and Graphic Software Tools					
Code	PMII52	Year of study	UGU-1			
Course teacher	izv. prof.dr. sc. Ivica Boljat	Credits (ECTS)	1,0			
Associate teachers	Marijana Polić-Kuko prof.	Type of instruction (number of hours)	L	S	E	F
					15	
Status of the course	mandatory	Percentage of application of e-learning				

COURSE DESCRIPTION

Course objectives	The course provides introducing to the basic text and graphics software tools as part of digital literacy.
Course enrolment requirements and entry competences required for the course	
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	Describe the basic text and graphics software tools. Use of text, spreadsheet, graphic, audio, and video software tools. Identify the possibilities of using basic text and graphic software tools in a wide range of scientific, technological, industrial, and social applications.
Course content broken down in detail by weekly class schedule (syllabus)	Overview and comparison of the basic text and graphics software tools Text formatting (2h) Spreadsheets (3h) Mail merge using text software tool and the spreadsheet (1h) Presentations (2h) Basics of the audio formatting (2h) Basics of the picture formatting (2h) Basics of the video formatting (2h)
Format of instruction	☐ lectures ☐ seminars and workshops ☐ exercises ☐ on line in entirety ☐ partial e-learning ☐ field work ☐ independent assignments ☐ multimedia ☐ laboratory ☐ work with mentor ☐ homework assignments
Student responsibilities	Active participation in all activities lab activities, consultations; individual work in homework and the assigned project; exam

	Name	Ects	Name	Ects	Name	Ects
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)*						

Grading and evaluating student work in class and at the final exam	Independent work 50%, Written exam 50%

Required literature (available in the library and via other media)	Title	Number of copies in the library	Availability via other media
	All course material is available on Moodle	0	Da
Optional literature (at the time of submission of study programme proposal)			
Quality assurance methods that ensure the acquisition of exit competences	Student discussion, anonymous student evaluation questionnaire, student success rate, self-assessment.		
Other (as the proposer wishes to add)			