



Detailed Course Syllabus

Academic Year	2025./2026.	Semester	Winter
Study Program	University graduate study program in Sociology University graduate study program in Sociology (double major)	Specialization / Major in	Governance and public policies Year of Study 1-2

I. BASIC COURSE INFORMATION

Name	Using Microsoft Office Tools in Practice		
Abbreviation	278676	Code	IZBP252
Status	Elective	ECTS	4
Prerequisites			
Total Course Workload			
Teaching Mode	Total Hours	Teaching Mode	Total Hours
Lectures	0	Seminars	30
Class Time and Place	CUC according to published timetable		

II. TEACHING STAFF

Course Holder

Name and Surname	Josip Ježovita		
Academic Degree	PhD	Professional Title	Assistant professor
Contact E-mail	josip.jezovita@unicath.hr	Telephone	+385 (1) 3706 676
Office Hours	According to published timetable	Office	114

Course Collaborator

Name and Surname	Matea Topić Crnoja		
Academic Degree	Master of Economics	Professional Title	Assistant
Contact E-mail	matea.topic@unicath.hr	Telephone	
Office Hours	According to published timetable	Office	211

III. DETAILED COURSE INFORMATION

Teaching Language	English
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.

Expected Educational Outcomes	<ol style="list-style-type: none"> 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.
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Textbooks and Materials

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

Examination and Grading

To Be Passed	Exclusively Continuous Assessment	Included in Average Grade
Prerequisites to Obtain Signature and Take Final Exam	<div><div>1. Regular class attendance – presence at at least 70% of classes according to the study program and teaching plan;</div><div>2. Proper completion of exercise obligations – prepared presentation;</div><div>3. Attainment of a minimum success rate of 35% during classes within the prescribed teaching activities – achieved cumulatively.</div></div>	
	<div><div>Numerical grading scale for student work:</div><div><div>• Sufficient (2) – 50–64.9%</div><div>• Good (3) – 65–79.9%</div><div>• Very good (4) – 80–89.9%</div><div>• Excellent (5) – 90% and above</div></div></div>	
Examination Manner	<div><div>Grading criteria:</div><div><div>a) Teaching activities – 70% of the final grade</div><div><div>• Presentation: 35%</div><div>• Midterm exam: 35%</div></div></div><div><div>b) Final exam – 30% of the final grade (a minimum of 50% is required to pass)</div><div><div>• Written exam: 30%</div></div></div></div>	

Grading Manner

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

Midterm Exam 1: ; Midterm Exam 2:

Final Exam
Dates

According to published timetable

IV. WEEKLY CLASS SCHEDULE

Lectures

Week	Topic
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Seminars

Week	Topic
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

12.	
13.	
14.	
15.	
<i>Exercises</i>	
Week	Topic
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