**Incoming student mobility**

**UNIOS University Unit: Faculty of Education**

**COURSES OFFERED IN FOREIGN LANGUAGE**

**FOR ERASMUS+ INDIVIDUAL INCOMING STUDENTS**

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| **Department or Chair within the UNIOS Unit** | Department of Natural Sciences |

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| **Study program** | **Integrated undergraduate and graduate class teacher studies** |

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| **Study level** | **Integrated undergraduate and graduate level** |

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| **Course title** | **Spreadsheet calculator** |
| **Course code (if any)** | **UIN2001** |
| **Language of instruction** | **English** |
| **Brief course description** | **The notion of a spreadsheet and a historical overview of spreadsheet calculators (VisiCalc, Lotus, Excel). Excel. Cells and their contents. Absolute and relative addresses. Use of some functions. Graphs and charts. Practical work: Exercises on computers during which student should acquire knowledge necessary to know how they should enter data and formulas into cells, save files, input data from text files, copy cells with formulas and relative and absolute addresses and use simple functions (sum, mean value, MIN, MAX, SQRT, MID…) while making graphs and printing results.** |
| **Form of assessment** | **course attendance, activity during lessons, seminar/workshop, written exam, continuous assessment, individual tutoring** |
| **Number of ECTS** | **2** |
| **Class hours per week** | **0 + 1** |
| **Minimum number of students** | **5** |
| **Period of realization** | **summer semester** |
| **Lecturer** | **Vjekoslav Galzina** |