

**Course Title : Basic Informatics**

Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab (hours/week)	Credits	ECTS
CMP 102	E	2	3	0	0	3.00	5
<b>Lecturer and Office Hours</b>			Arben Malasi, Msc				
<b>Teaching Assistant and Office Hours</b>							
<b>Language</b>			Albanian				
<b>Course Level</b>			Bachelor				
<b>Description</b>			The course aims to equip students with key knowledge on information and communication systems.				
<b>Objectives</b>			- To equip students with knowledge oo the software application systems such as spreadsheets, presentations and databases. - - To enable the use of emails and internet blogs as a mean of communication and information				

**Course Outline**

Week	Topics
1	Introduction to hardware & software
2	Using Word processing documents and texts
3	Using Word processing documents and texts
4	Using of spreadsheet for data processing
5	Creating Presentations
6	Creating Presentations
7	Using Outlook for Business
8	Midterm Exam
9	Using Outlook, configuring email accounts
10	Internet, Internet Security, Search Engines
11	Introduction to Photoshop
12	Creating basic Webpage
13	Creating basic Webpage
14	Blogs, social networks and communication tools for information Exchange
15	Repetition
16	Final Exam
<b>Prerequisites</b>	
<b>Textbook</b>	• Microsoft Training Courses & Tutorials
<b>Other References</b>	• Cikel leksionesh nga titullari i lendes
<b>Laboratory Work</b>	
<b>Computer Usage</b>	
<b>Other</b>	

**Learning Outcomes and Competences**

1	Using MS Office programs
2	Using the Internet as a communication tool and information source

<b>3</b>	Knowledge base for creating a web page		
<b>Course Evaluation Methods</b>			
<b>In-term studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	25
Quizzes		0	0
Projects		2	20
Term Projects		0	0
Laboratory		2	10
Attendance		0	0
<b>Contribution of in-term studies to overall grade</b>			<b>55</b>
<b>Contribution of final examination to overall grade</b>			<b>45</b>
<b>Total</b>			<b>100</b>
<b>ECTS (Allocated Based on Student) Workload</b>			
<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total Workload (hours)</b>
Course Duration (Including the exam week : 16 x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	4	56
Assignments	4	0	0
Midterms	1	10	10
Final examination	1	11	11
Other	0	0	0
<b>Total Work Load</b>			<b>125</b>
<b>Total Work Load / 25 (hours)</b>			<b>5</b>
<b>ECTS</b>			<b>5</b>