

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
Lecturer and Office Hours			Klevis Topi, Msc				
Teaching Assistant and Office Hours							
Language			Albanian				
Course Level			Bachelor				
Description			The course aims to equip students with key knowledge on information and communication systems.				
Objectives			- 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	Computer and technology basics, intro to Windows 10
2	Executing and managing applications
3	File Exporer / Windows File Manager
4	Using Cortana, Edge Web browsing
5	Working with Mail, People, Calendar and Bundled App
6	Essential attributes and personalization, Install app.
7	Account settings
8	Sharing, Backing Up, Restoring and Updating
9	Midterm Exam
10	Microsoft Word usage
11	Microsoft Word usage
12	Microsoft Word usage
13	Microsoft Power Point usage
14	Microsoft Power Point usage
15	Review
16	Final Exam
Prerequisites	
Textbook	• Microsoft Training Courses & Tutorials, Microsoft Word 2010 Illustrated Complete
Other References	• Cikel leksionesh nga titullari i lendes
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

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

3	Basic knowledge for creating a blog		
Course Evaluation Methods			
In-term studies		Quantity	Percentage
Midterms		1	40
Quizzes		0	0
Projects		0	0
Term Projects		0	0
Laboratory		0	0
Attendance		0	0
Contribution of in-term studies to overall grade			40
Contribution of final examination to overall grade			60
Total			100
ECTS (Allocated Based on Student) Workload			
Activities	Quantity	Duration (hours)	Total Workload (hours)
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	0	0	0
Midterms	1	10	10
Final examination	1	11	11
Other	0	0	0
Total Work Load			125
Total Work Load / 25 (hours)			5
ECTS			5