

**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>			Migena Luga, 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	Computer and technology basics, intro to Windows 10
2	Gmail uses
3	Main commands of Microsoft Word
4	Advanced commands of Microsoft Word
5	Powerpoint presentation
6	Advanced commands in PowerPoint
7	Main commands in Microsoft Excel
8	Use of formulas in Microsoft Excel
9	Midterm Exam
10	Introduction to Microsoft Publisher
11	Designing a flyer and a business card
12	Designing a blog
13	Designing a blog
14	Designing a blog
15	Review
16	Final Exam
<b>Prerequisites</b>	
<b>Textbook</b>	• Microsoft Training Courses & Tutorials, Microsoft Word 2010 Illustrated Complete
<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 Internet as a communication tool and information source

<b>3</b>	Basic knowledge for creating a blog		
<b>Course Evaluation Methods</b>			
<b>In-term studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	35
Quizzes		0	0
Projects		0	0
Term Projects		0	0
Laboratory		1	20
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	1	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>