

Course Name : Computer Skills							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
JMC 105	D	Fall	2.00	0.00	1.00	2.00	3.00
Lecturer Fatos Lala, Msc							
Assistant							
Course language Albanian							
Course level Bachelor							
Description The main aim of the course is to provide students with knowledge about systems informatics and especially those of information and communication							
Objectives The main aim of the course is to provide students with knowledge about systems informatics and especially those of information and communication							
Core Concepts Office package, Excel, Power Point, Word, Computer parts, hardware, software, operating system, CPU, RAM, HDD, Computer network, router, switch.							
Course Outline							
Week	Topic						
1	Introduction to the computer system. The computer has become an integral part of many people's lives today. The market confronts us every day with the newest technologies, such as mobile phones, digital televisions, e-books reader, iPod, etc. The work of many people today is simplified, thanks to the development of technology with giant steps.						
2	Hardware Basics Hardware is the physical part of a computer or computer system. It is consisting of electrical, electronic, electromechanical and mechanical components such as circuits cables and lights, boards, memories, hard drives, peripherals and any other materials in physical condition that is necessary to make the equipment work.						
3	Software Basics Having already a basic knowledge of what a Software is, we can go deeper into what a Basic Software refers to, which in the same way it is nicknamed System Software.						
4	Main features of Windows Windows is an integrated program. Under the control of Windows shell, not just special programs developed to run in the Windows environment (Windows applications) can be run, but so can "regular" programs that run in the DOS environment, since DOS Applications (DOS application programs).						
5	Folders, directories and files Most of the files are ordinary files that save data such as text files, executable files, etc., while there are also some special file types						
6	Using Microsoft Word The powerful word processor Microsoft Word is found in most offices, but it is not intended to be a layout program like Microsoft Publisher. However, can be used to create some simple publications that would normally be generated by used page rendering programs.						
7	Using Microsoft Word For some users, Word may be the only tool for publishing desktop they need, or it can serve as a budget substitute.						
8	Semi-final exam The exam contains seven topics and is 30 percent of the final grade						
9	Using Microsoft Excel Excel is a program created by Microsoft Office. By means of this program you can create and format databases, lists, income, expenses, calendars, budgets, various summaries by dividing them with graphs and tables.						
10	Using Microsoft Excel Excel is a program created by Microsoft Office. By means of this program you can create and format databases, lists, income, expenses, calendars, budgets, various summaries by dividing them with graphs and tables. All these can do if you know how to use Excel properly.						

11	Using Microsoft Power Point PowerPoint is made up of a series of slides. To start To create a slideshow, you will need to know the basics of working with slideshows. You should know the basics of using this program with tasks such as adding a new slide, changing i presenting a slide, sorting existing slides, and adding notes to a slide.
12	Using Microsoft Power Point PowerPoint is made up of a series of slides. To start To create a slideshow, you will need to know the basics of working with slideshows. You should know the basics of using this program with tasks such as adding a new slide, changing i presenting a slide, sorting existing slides, and adding notes to a slide.
13	Network Basics A computer network is a collection of hosts connected by networking devices such as computers, printers, scanners, smartphones as well as file servers and prints
14	Network Basics A computer network is a collection of hosts connected by networking devices such as computers, printers, scanners, smartphones as well as file servers and prints
15	Repetition of topics before the final exam.
16	Final Exam
Prerequisites	The student must attend the course at a minimum rate of 75%.
Literature	<ul style="list-style-type: none"> • INTRODUCTION TO COMPUTER • CompTIA .
References	<ul style="list-style-type: none"> • INTRODUCTION TO COMPUTER
Course Outcome	
1	To equip the student with knowledge of application software systems such as spreadsheets, presentation and database. To enable the use of the Internet of emails and blogs as communication and information tool.
2	Using the Internet as a means of communication and a source of information
3	Use of MS Office programs

Course Evaluation			
In-term Studies	Quantity	Percentage	
Midterms	1	30	
Quizzes	0	0	
Projects	1	20	
Term Projects	0	0	
Laboratory	0	0	
Class Participation	1	10	
Total in-term evaluation percent		60	
Final exam percent		40	
Total		100	
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	1	14
Duties	1	6	6
Midterms	1	4	4
Final Exam	1	3	3
Other	0	0	0
Total Work Load			75
Total Work Load / 25 (hours)			3.00
ECTS			3.00