

Syllabus

Basic data of the subject	
University/Faculty:	University of Applied Sciences in Ferizaj Faculty of Engineering and Informatics
Academic unit:	Industrial Engineering and Informatics
Title of the subject:	Computer Literacy
Level:	Bachelor
Course Status:	Mandatory
Year of studies:	1 ST
Number of hours per week:	4
Value of Credits - ECTS:	6
Time / location:	Monday, 08:30 – 13:00
Course lecturer:	Prof. Ass. Dr. Fakije Zejnullahu
Contact details:	Fakije.zejnullahu@ushaf.net
Course Description	
Course Description	<p><i>Computer Literacy will equip student with comprehensive knowledge of computer science, examining computers at different levels: from hardware and history of computer to the impact they have on society.</i></p> <p><i>The course contains basic topics on computer science: Brief history of computers, main hardware parts of a computer and their function; Computer software (System software and Application software); Numeral systems; Algorithms; Security; Legal aspects; Computer ergonomic; Computer Networks and Internet.</i></p> <p><i>In addition to, other topics from using of MS Office tools (MS Word, MS Excel, MS Access, MS Power Point and MS Outlook) are issues dealt within this course.</i></p>
Objectives of the course:	<p><i>The aim of this course it to introduction students with a variety of terms, definitions and concepts that apply to the use of computers, as well as to extend students' knowledge and skills to use Application software for problem solving, communication and presentation (MS Office package 2016)</i></p>
Expected learning outcomes:	<p><i>After completing this course, student will be able to:</i></p> <ul style="list-style-type: none"> • <i>To know about history of computer and their evolution.</i> • <i>To identify main hardware parts of a computer and their function and to understand the purpose of software in a computer (System software and Application software)</i> • <i>To understand how the computer works, Numeral systems, Algorithms and machine language, the constituent components of the computer and their interaction to produce what we see on the computer</i> • <i>To describe a computer network, to know Internet operation and use, protection against computer viruses and spam emails as well as the code of ethics</i> • <i>To create a sense of what computers can and cannot do and the impact they have on society</i>

	<ul style="list-style-type: none"> To use Microsoft Office programs (Word, Excel, Power Point, Access and Outlook) and to adapt these programs for their needs. 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hour	Day/Week	In total
Lectures	2	15	30
Theoretical exercises / laboratory	2	15	30
Internship			
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	3	2	6
Homework	2	5	10
Self-learning time student (at the library or at home)	3	15	45
Final preparation for the exam	7	2	14
Time spent on evaluation (tests, quiz and final exam)			
Projects and presentations	3	5	15
Total			150
Teaching methodology:	<p><i>Classroom lectures and discussions as well as practical exercise with computer.</i></p> <p><i>The study projects in which students will work in groups.</i></p> <p><i>The projector will be used to projecting lectures prepared in Power Point, whereas practical actions will be realized with the application of concrete materials such as computer, printer, scanner, and Internet.</i></p>		
Assessment methods:	<p><i>Examination content: Project assignment as seminar paper and final examination,</i></p> <ul style="list-style-type: none"> <i>Attendance and Activity: 10%</i> <i>Test 1:30%</i> <i>Test 2: 30%</i> <i>Seminar work / Project assignment: 30%</i> <p><i>Total: 100%</i></p>		
Literature			
Basic Literature:	<ol style="list-style-type: none"> <i>Helene G. Kershner, Computer Literacy, (Second Edition), D.C. Heath & Co.</i> <i>ECDL(MS Word, MS Excel, MS Access, MS Power Point, MS Outlook)</i> 		
Additional Literature:	<ol style="list-style-type: none"> <i>Connie Marrison, Dolores Wells and Lisa Ruffolo, "Computer Literacy BASICS: A Comprehensive Guide to IC3 5th Edition"</i> <i>Other books for MS Office tools;</i> 		
The ratio of theory and practice	<i>Theory: 80%; Practice: 20%</i>		

Designed learning plan	
Week:	Lectures and exercises to be held
Week one:	<i>Objective of the course - Syllabus; Introduction to Informatics; Numeral systems; Algorithms; Computers; Security; Legal aspects; Computer ergonomic;</i>
Week two:	<i>History of computers, Operating System and Application software; First steps toward using computer and functions of Operating System (MS Windows 10).</i>
Week three:	<i>Computer networks and Internet</i>
Week four:	<i>Web browsers; Search engines; MS Outlook 2016 features and its use to access and manage email accounts .</i>
Week five:	<i>Word processing softwares (MS Word 2016)</i>
Week six:	Test 1
Week seven:	<i>Word processing softwares (MS Word 2016)</i>
Week eight:	<i>Spreadsheets Software (MS Excel 2016)</i>
Week nine:	<i>Spreadsheets Software (MS Excel 2016)</i>
Week ten:	<i>Database Programs (MS Access 2018)</i>
Week eleven:	<i>Database Programs (MS Access 2018)</i>
Week twelve:	<i>Presentation programs (MS Power Point 2016)</i>
Week thirteen:	Test 2
Week fourteen:	Study visits to a company
Week fifteen:	Presentation of projects.

Academic policies and rules of conduct

Regular attendance of lectures and exercises is necessary, as well as active participation with discussion and solution of tasks. Not impeding the progress required for learning using mobile phones turned off or in silent mode.