

SYLLABUS: Informatics

Course Basic Information			
Academic Unit:	Faculty of Economics of the University of Prishtina "Hasan Prishtina		
Course title:	Informatics		
Level:	Bachelor		
Course Status:	Obligatory		
Year of Study:	First year		
Number of Classes per Week:	2+1		
ECTS Credits:	4 ECTS		
Time /Location:	Prishtine		
Teacher:	Prof. Asoc.Dr. Aferdita Berisha-Shaqiri		
Contact Details:	+383(0)44/222 580; aferdita.berisha@uni-pr.edu		
Course Description:	This course contains the basic fundamentals of computer science in information and communication and provides insight into the use of MS Office tools.		
Course Goals:	The course objective is to introduce the students with the role and importance of Computer Science in Economics This course contains the basics of Computer Science in Information and Communication and topics from the use of Ms-Office tools. The course contains sufficient knowledge and skills in the use of Ms-Office tools: Ms-Word; Ms- Excel; and Ms- Power Point as well as the most advanced use of windows and the Internet to enhance student skills for the use of Ms-Office tools.		
Expected Learning Outcomes:	<i>Knowledge in using MS Office tools - MS Word; MS Excel; and MS Power Point as well as the most advanced use of windows and the internet.</i>		
Student Workload (should be in compliance with student's Learnign Outcomes)			
Activity	Hours	Day/ Week	Total
Lectures	1	13	13
Theory/ Lab Work/Exercises	1	13	13
Practical Work	1	2	2
Consultations with the teaher			
Field Work	1	2	2
Test, seminars			
Homework	2	2	4
Student study time (in library or at home)			
Final exam preparation	1	31	31

Preparation for final exam	2	10	20
Time spent on assessment (tests, quiz, final exam)			
Projects, presentations, etc.	1	15	15
Total			100

Teaching Methods:	<p><i>During the lectures, the use of contemporary technological equipment (projector) is practiced and the interactive talk method is applied for the purpose of building competitive skills.</i></p> <p><i>The exercises are held with a computer: where students practice practical work using MS Office applications and making the effort of many tasks of economic nature. Students can also work on individual and group seminars during the teaching process by presenting concrete examples.</i></p>
Assessment Methods:	<p>The passing rate of the course is 51%.</p> <p>Theoretical part 50%</p> <p>Practical part 50%</p>

Primary Literature:	<ol style="list-style-type: none"> 1. A group of authors from the ECDL company, Kosovo, Basics of Information Technology and Communication, Prishtina, 2012 2. A group of authors from ECDL, Kosovo, Windows 7 professional, Prishtina, 2012 3. A group of authors from ECDL, Kosovo, Word 2010, Prishtina, 2012 4. Group of authors from ECDL company, Kosovo, Excel 2010, Prishtina, 2012 5. A group of authors from ECDL, Kosovo, PowerPoint 2010, Prishtina, 2012 6. Group of authors from ECDL company, Kosovo, Internet, Prishtina, 2012.
Additional Literature:	Other sources from the Internet: www.trajnimi.com , www.ecdl-kosova.org ; www.ecdl.org .

Designed teaching plan	
Week	Title of the Lecture
Week 1:	Presentation of the subject syllabus. Organizing students in groups for practical lectures and practical exercises with computers.
Week 2:	General IT Concepts.
Week 3:	MS Word: Creating a Document; Font selection and definition of the size, type and mode of presentation; adjusting the margins; definition of paragraphs, definition of summaries; use of Copy Past tools, cut-delete; format, to, undo; folding the text; File Actions (save, save as etc)
Week 4:	<i>Define front and back; Insertion of forografi; compilation of content; definition of printing; Printing the document; Inserting tables; Working with tables; convert tables to text. MS Word</i>
Week 5:	Using Footnotes, Endnotes, Creating an Auto Content Mirror, Track Changes etc; MS Word.

Week 6:	MS Excel: Workbook, Worksheet; name and movement; rows and columns; reshaping and colonizing; their inserts, the insertion of sheets, strands and columns, the formatting of cells.
Week 7:	<i>MS Excell: Binding of cells between working sheets; Importing data; formatting during import; division of texts into columns; data filtering; Validation of data; Sorting of data; Search and Replacement.</i>
Week 8:	Working with charts, charting and charting; inserting objects from outside; printing reports; MS Excell.
Week 9:	Data analysis with tools what if, Pivot table; MS Excell
Week 10:	Different calculations using formulas for tasks and economic problems with MS Excel.
Week 11:	Different calculations using formulas for tasks and economic problems with MS Excel.
Week 12:	Different calculations using formulas for tasks and economic problems with MS Excel.
Week 13:	MS PowerPoint Creating a Presentation Through Software.
Week 14:	Internet - Web browsers, E-mails, Search engines
Week 15:	Knowledge Assessment - Colloquium

Academic Policies and Code of Conduct

As in any other subject, even in the subject of Informatics, the knowledge is acquired through the use of different forms of teaching. Since the forms of teaching work are conditioned by the organizational structure of learning, using technology and new forms of learning with a proactive and creative approach during the learning process. Students should adhere to all academic and courteous politics of the Faculty of Economics, among which are the regular follow-up of the lectures, the timely arrival in the lesson, the keeping of tranquility and active engagement in dialogue in lectures and exercises. Mobile / smart phones and other electronic devices should be switched off (or switched on) and not exposed during class hours. Laptops and tablet computers are allowed to be used only in silence; Other activities such as checking your personal e-mail or browsing web pages are prohibited.

Note | If a student has more than 3 class assignments evaluated below 50% he/she loses the right on taking the final exam. Evaluation is done from 0-100 %.

