Course title: Informatics

Course basic information	
Academic unit:	**Faculty of Civil Engineering**
Course name:	**Informatics**
Level:	**Bachelor**
Course status:	**Mandatory**
Year of study:	**1 st**
Number of hours per week:	**2+1**
ECTS Credits:	**3**
Time/Venue:	**Computer Lab**
Course teacher:	**Prof.asoc.Dr.Fatos Pllana**
Contact details:	Email: fatos.pllana@uni-pr.edu www.fn.uni-pr.edu
Course description	The course includes the treatment of general concepts related to the application of computers and information and communication technology in problem solving in general and with a separate emphasis on meaner of the needs of academic studies in the field of civil engineering. The course will address: Material part of the computer (hardware); Computer software part; Operating systems; Text processing program; Program for presentation and tabular processing of records; Preparation of presentations: Development of presentations; Database; Internet.
Course objectives:	Students should know the trends of the development of computer technology and prepare for the efficient use of this technology in solving professional problems and corresponding projects in the field of Civil Engineering
Learning outcomes:	After completion of this course, students should be able: - To know basic concepts of computers - To explain operating system functions - To explain application programs - To use operating system in solving different practical problems - To use application programs in solving different practical problems

Student workload (Consistent with the learning outcomes)			
Activity	**Hours**	**Day/Week**	**Total**
Lectures	2	15	30
Theoretical/Lab work	1	15	15
Practical work			
Contacts hours with teacher Consultations during office hours	1	3	6
Field work			

Colloquium, seminars	2	3	6
Homework	1	3	3
Self-study time (in the library or at home)	3	1	3
Final exam reparation	3	3	9
Evaluations (tests, quizzes, final exam)			
Projects, presentations, etc.	1	3	3
Total			**75**

Teaching methodology:	Lectures, computer exercises, seminars, discussions.
Evaluation methods:	First evaluation: 25%, Second evaluation 25% presentation: 5%, seminar and homework's: 15% final exam: 30% Total 100%

Literature	
Basic literature:	"Kompjuteri për të gjithë", autorë Dr. Agni Dika, Seb Rodiqi
Additional literature:	1. "Programe Kompjuteri", autorë Harallamb Papakroni 2. Literatura në gjuhën angleze për: Windows XP, MS Office XP, etj. 3. Udhëzimet e integruara në MS Office. Etj.

Course plan:	
Week	**Title of the lecture**
Week 1:	Computer hardware part: Input units; Central unit; Output Units; Memory, etc; Literature: 1, 2
Week 2:	Computer software part: Operating system, programming languages, machine language and assembly, compiler and interpreter, high programming languages, syntax and semantics of a language. DOS operating system:.Learn about disk organization, directory and directory tree, elementary commands. Literature: 1, 2
Week 3:	WINDOWS operating system: Turning it on, system submission, desktop, icons, windows, dialogues, etc. Start and close of the programs. Folders and files, operations: opening, closing, creating, erasing, copying, printing, etc. Literature: 1, 2
Week 4:	Windows Configuration: Control Panel (Display, Time, etc.). Unsubscribe, restart, shut down of Windows. Literature: 1, 2
Week 5:	The basics of computer graphics (Pixel Pictures). Literature: 1, 2
Week 6:	Working with Graphic Programs. Literature: 1, 2
Week 7:	Text Processing Program: Start, Writing text, small and large fonts, font size, etc. Literature: 1, 2
Week 8:	Opening, closing and saving a document, exit the program. Editing (text insertion, selection, deletion, copying, relocation, etc.) Literature: 1, 2
Week 9:	Inserting and drawing objects. Tables. Printing the document. Literature: 1, 2
Week 10:	Program for Presentation and Tabular Data Processing: Workbook and Worksheet. Development of a worksheet;

	Formatting a Worksheet Literature: 1, 2
Week 11:	Formulas and Functions; Literature: 1, 2
Week 12:	Managing a workbook; Construction of charts; Data Management. Literature: 1, 2
Week 13:	Preparation of presentations: Presentation development; text and photography, graphs, diagrams, presentation effects. Literature: 1, 2
Week 14:	Information and communication: Internet; WEB page research, email. Literature: 1, 2
Week 15:	Presentation of seminar papers and discussions. Literature: 1, 2

Academic policies and rules of civility:
The lesson starts on time and ends as per schedule.
The tools used during the lessons should be cleaned and stored at the end of the lesson.
Mobile / smart phones and other electronic devices (eg iPods) should be turned off (or vibrated) and not exposed during school hours.
Laptops and tablet computers are only allowed to be used silently; other activities such as checking personal email or browsing the internet are prohibited.