UNIVERSITY OF PRIZREN "UKSHIN HOTI"
FAKULTY OF EDUCATION

PRE - SCHOOL EDUCATION PROGRAM

SYLLABUS								
Level of studies		Bachelor	***Program***	Pre – school Education		***Academic year***		2018/2019
Course		Information and Communication Technologies (ICT)						
Year	I	***Course status***	Mandatory	***Code***		***ECTS (credits)***		6
Semester	II							
Teaching weeks		15		***Teching hours***	60	***Lectures***	***Exercises***	
						3	2	
Teaching methodology		Lectures, exercises, seminar papers, midterms, final exam and consultations						
Consultation		One hour/week						
Proffesor		**Prof. Asoc. Dr. Samedin Krrabaj**		***E-mail:***	**samedin.krrabaj@uni-prizren.com samedinkrrabaj@gmail.com**			
Teaching Assistant		**Msc. Mergim Hoti**		***E-mail:***	**mergim.hoti@uni-prizren.com**			

Study goal and table of content	Benefits of student
The purpose of this course is to study deeply the basics and developments in the field of computer architecture, operating systems and Information and Communication Technologies in the field of primary and pre-school program of education. Students will get acquainted with the concept of information, data and computer generations. Knowledge of basic computer units, Windows operating system, Word application program, Powepoint application and Internet work. Ability to use application programs in relevant subjects during the four years of the study and beyond. To understand even more about programming and writing at least programs for their needs in the future. To train students so that their knowledge can be transmitted to others.	The course has the main objectives of providing knowledge on architecture and the organization of computers. Then, providing general and applied knowledge on the development of information technology and computers in general, with the aim of implementing the acquired knowledge. The course purposes: • Students to encourage and work in a group and equipped with knowledge and general skills on developing core techniques around high performance computers. • Students to get basic knowledge about computer and the relation of its parts, to use Windows operating system, to create respective files in the Microsoft Word, to create presentations in the Microsoft PowerPoint, to realize and get information and communication on the Internet.

Methodology for the implementation of educational topics:		
The course is a combination of lectures, discussions, numerical and laboratory exercises, while the assignments are presented by the laboratory course teachers!		
Conditions for implementation of educational topics:		
Adequate literature, tables, computers, projectors and other IT tools for lectures and exercises.		
Assesing ways of the students (in %):	**Evaluation in %:**	**Final grade**
Attendance in lectures and exercises	5% + 5%	Under 51 % 5 51% - 60% 6 61% - 70% 7 71% - 80 % 8 81% - 90% 9 91% - 100% 10
Project/seminar paper	10%	
Midterm 1	40%	
Midterm 2	40%	
Or final exam:	100%	
Total:	100%	

Obligations of student:	
Lectures	**Exercises**
The student should be regular in lectures and exercises, to use all opportunities to gain knowledge, to use mandatory and wider literature, to be active and respect the rules on higher education, ethics in courtesy and cooperation.	The student should be active in the exercises and reflect the readiness and knowledge of initiatives, ideas and demonstrations of the knowledge acquired in the lectures.

Student load for the course			
Activities	**Hour/ weeks**	**Days/weeks**	**Total**
Lectures	3	15	45
Laboratory exercises	2	15	30
Contacts with professors /consultations	1	5	5
Practical work	1	2	2
Projects, presentations, etc.	1	2	2
Own study time	3	15	45
Preparation for final exam	5	6	30
Time spent in the assessment (midterms, final exam, etc.)	2	3	6
Notice: 1 ECTS credits= 25 hour commitment, e.g. if the subject has 6 ECTS credits student must have 150 hours during the semester		**Total load:**	**165**

Week	**Lectures**	**Hours**	**Exercises**	**Hours**
	Topic		**Topic**	
1	• Introduction to course organization – syllabus (about lectures) • Information technology; Data; information; Evolution and Computer Performance; Computer system.	3	• Introduction to course organization – syllabus (about exercises) • Practical review of the idea of computers and IT equipment from traditional to modern ones.	2
2	• Numerical systems: the decimal number system; binary; octal and hexadecimal. • Arithmetic actions with binary numbers; switching from one numerical system to another and vice versa.	3	• Exercises about numerical decimal system, binary, octal and hexadecimal and conversions from one system to another.	2
3	• Numerical codes; Decimal code; binary; octal and hexadecimal. Arithmetic actions with numeric codes; Moving from one numeric code to another and vice versa.	3	• Exercises about numerical decimal system, binary, octal and hexadecimal and conversions from one system to another.	2
4	• Computer; Input/Output Modules; CPU; Memories; Software; Programming Languages; Compiler, Syntax and Semantics.	3	• Knowledge of hardware equipment and their understanding in practice in the field of education and teaching and the distinction between software systems and the implementation of practical software for teaching and learning.	2
5	• Windows operating system: Desktop. Windows. Window opening. Sliding tabs. Changing the size of the window. Shift window. Closing the window. Menus. Dialogues, Help. Exiting from Windows.	3	• Practical laboratory exercises like using the Windows operating system to solve daily and various operating system problems.	2
6	• Discs, USB flash memory, CDs, Formatting, Copying, Control Panel, Winzards, Add New Hardware, Add/Remove Programs, Date/Time, Fonts, Display, Keyboard, Mouse, Printers, System, Multimedia, Computer Networks, System Tools, ScanDisk, Disk Defragmenter.	3	• Difference between different systems and software that enables refresh of application programs in end-user devices with the latest technology in the field of computers and their use.	2

7	• Executing the MS Word application; Opening the file (the previously formed document); Actions in the open document (changes, additions, edits, etc.); Exit Word; Saving a new name document; Finding and correcting text; Replacement of text; Choosing the text; Copy, move, and delete text; Font type; Choosing font attributes; Font size; Simultaneous selection of text parameters.	3	• Latest usage and implementation techniques for writing a simple text to long and complex texts in MS Word.	2
8	• Midterm 1	3	• Consultations about midterm 1	2
9	• Layout Presentation; Outline; Determining the level of the titles you see; Defining the text you see; Changing title levels; Moving a certain title; Full Screen Submission; • Different effects; Text below the cone; Blur the background; Strengthening the text; Drawing and routing rows; Gaps before and after paragraph; Sharing the row at the bottom; The distance between the rows; Tabulator; Various opportunities; Styles; Paragraph style; Font selection; Exploiting the style.	3	• Laboratory exercises related to practical implementation facilitating the forms of implementation of the techniques learned during lectures.	2
10	• Selecting other parameters. Modifying the style. Character Style. Writing formulas. Tables. Create a table. Choosing the cells in the table. Changing cell space. Filling the table. Adding cells. Cell Blending. Copy and move. Frames on the table. Drawing of colored lines. Entering cells. Ready-made tables.	3	• Laboratory exercises related to practical implementation by facilitating the methods of applying the techniques learned during the lectures for Excel.	2
11	• Exploiting and adjusting PowerPoint program parameters. Climbing slides. Use and adjust the views. Change background and slide design. Applying design templates. Import slides from other files.	3	• Learning and applying a good presentation of any content or event to be prepared.	2
12	• Writing, editing, and editing text. Inserting Objects. Organizational charts. Drawing objects with program tools. Effects for slide show. The hiding of the sloth and the rhythmic presentation. Presentation printing.	3	• Implementing statistical data and presenting them through Power Point Presentation (PPT).	2
13	• Computer networks. Working with the Internet (information).	3	• How does the Internet work, how safe we are, how we should look for, what are the dangers of online searches, which networks we spend and how networks work.	2
14	• Working with the Internet (communications).	3	• How does the Internet work, how safe we are, how we should look for, what are the dangers of online searches, which networks we spend and how networks work.	2

15	• Midterm 2	3	• Consultation about midterm 2	2

LITERATURE:

Essential literature:

1. Bashkim Baxhaku. Hyrje në Informatikë, Universiteti Prishtinës, Prishtinë, 2008.
2. Edmond Beqiri. Bazat e informatikës, Universiteti Prishtinës, Prishtinë, 2006.
3. ECDL - Europian Computer Driving Licence, Syllabus 4, Prishtinë 2005
4. Edmond E. Beqiri, Interneti - komunikimet kompjuterike, IOM Prishtinë, 2002
5. William Stallings. Computer Organization and Architecture. Designing for Performance, 9th Edition, Pearson, 2013.
6. Andrew Tanenbaum and Herbert Bos. Modern Operating Systems, 4th Edition, Pearson, 2015.
7. Nderim Zeqiri, Sistemet Operative & Shell Script Linux: Ushtrime, Arbëria Design, Tetovë, 2012

Additional literature:

1. Agim Çami. Arkitektura e Kompjuterëve, Tiranë, 2011.
2. Betim Çiço. Arkitektura e Kompjuterëve, Tiranë, 2010.

NOTICE:

- Generally lecture presentations will be made through MS PowerPoint, tables, material usage, computer programs and numeric exercises.
- Additional resources (scientific papers, publications, national bulletins, as well as recent discoveries and research) will be provided by professors.
- In the absence of the opportunity for practical work to be organized weekly, in cooperation with the management of the university, this activity will be organized on certain days in: organizations, companies, etc.
- During each session will be organized the conversation and co-participation with the students!

NOTICE FOR THE STUDENTS:

- Students are required to be regular in lectures and exercises!
- It will be evaluated when the students collaborate and participate in the lectures and course exercises!
- Timely arrival in lectures and exercises is mandatory!