



## “KADRI ZEKA” UNIVERSITY

Zija Shemsiu, 60000, Gjilan, Kosovë  
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### COURSE SYLLABUS

*Course title: Applied Programs*

Basic course information:			
Academic unit:	Faculty of Applied Sciences		
Course title:	Applied Programs		
Level:	Bachelor		
Course status:	Elective		
Year of study:	Year II Semester IV, 2019/2020		
Number of classes in a week			
ECTS:	5		
Time / location:			
Course lecturer:	Prof.Ass.		
Contact details:			
<b>Course overview:</b>			
	Basics of computer programs in general and application programs in particular, DOS operating systems Windows Linux, Text editor, Desktop publishing, Tabulation, Database, Graphics, Statistics and Mathematics, Multimedia, Communication, Other Applications.		
<b>Course objectives:</b>			
	Increase the culture of using application programs. Knowing the most widely used application programs in the world today.		
<b>Intended learning outcomes:</b>			
	Knowledge of some application programs increasing the level of knowledge and use of application programs in all areas such as education, business, simulation, technology etc.		
Impact on student commitment			
Activity	Classes	Days/weeks	Total
Lectures	2	15	30
Theoretical/laboratory exercises	1	15	15
Contacts with the lecturer/consultation hours	1	15	15
Partial exams, workshops	2	3	6
Homework	1	15	15
Self-studying (in the library or home)	1	15	15
Final preparation for the exam	5	1	5
Time spent in evaluation (tests, final exam)	4	1	4
Projects, workshops, presentations ,etc	10	2	20
<b>Total</b>			<b>125:25 ≈5</b>

		5 ECTS
<b>Teaching methods:</b>	Lectures, laboratories, homework	
<b>Evaluation methods:</b>	First test: 30 points Second test: 30 points Homework: 30 points Presence and activity in lectures: 5+5=10 points Final exam: 60 points( for students that do not pass with partial exams(tests)) Total: 60+30+10=100 points. Grading: Total number of points is 100. 50-60 = 6; 61-70 = 7; 71-80 = 8; 81-90= 9; 91-100 = 10 Points under 50 do not reach a passing grade.	
<b>Literature</b>		
<b>Basic literature:</b>	Bernd W. Wirtz Peter Daise, E-Governmen, Germany, 2015	
<b>Additional literature:</b>	B.Ahmedi, Baza të informatikës dhe teknologji informacioni, Tetovë, 2012 Strategjia Nacionale për Zhvillimin e Shoqërisë Informative të Kosovës, për periudhën 2006– 2012 Politika të Sektorit të Komunikimeve Elektronike – Agjenda Dixhitale për Kosovën 2013-2020 Strategjia për Qeveri Elektronike 2009-2015 Strategjia e të mësuarit ne internet për Kosovë 2010 – 2015	
<b>Designed plan of study:</b>		
<b>Week</b>	<b>Lectures:</b>	
<i>First week:</i>	Syllabus	
<i>Second week:</i>	Basics of computer programs in general and application programs in particular.	
<i>Third week:</i>	DOS operating systems Windows Linux.	
<i>Fourth week:</i>	Text editor	
<i>Fifth week:</i>	Desktop publishing	
<i>Sixth week:</i>	Tabulation	
<i>Seventh week:</i>	Test 1	
<i>Eighth week:</i>	Database	
<i>Ninth week :</i>	Graphics	
<i>Tenth week:</i>	Statistics and Mathematics	
<i>Eleventh week:</i>	Multimedia	
<i>Twelfth week:</i>	Communication	
<i>Thirteenth week:</i>	Other Applications.	
<i>Fourteenth week:</i>	Presentations	
<i>Fifteenth week:</i>	Test 2	

**Academic policy and rules of conduct:**

The student is obligated to attend the lectures and exercises. Cheating at exams is punishable according to the statute and regulations of the university. The code of conduct refers to the students as well as to the teachers.