

**BSc Dental Technician**

**Syllabus**

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| **Subject** | **Bases of Informatic** | | | |
| Type | Semester | ECTS | Code |
| MANDATORY (M) | 1 | 5 |  |
| **Lecturer** | Dr.Amet Shabani | | | |
| **Course Assistant** |
| **Aims and Objectives** | Prepare students to use IT independently in order to accomplish their tasks on working place Moreover, students will learn to use available credible information that are available online and they will learn to conduct researches. | | | |
| **Learning Outcomes** | **Security Concepts**  Threats to Data, Value of information, Personal security, File security Malware, Definition and function types, Protection, Network security Network, Network Connections  **IT basic**   * Understand what ICT is, as well as give examples about their application in daily life. * Assess health and safety issues as well as some environmental protection factors that relate to the use of computers * Supporting important legal issues related to copying, copyright protection related to computer usage. * Show his / her knowledge and skills in using common computer functions to utilize the help functions.   **Internet of Things (Internet of Things IoT)**   * Understand how digital transformation transforms information into action, creating unique business opportunities * Understand how IoT unites operational technology and information technology systems. * Find out how business processes are transformed to evaluate and solve problems.   **Introduction to Operating Systems, Differences Between "Open Source and Closed Source"**   * Apply and work with definitions in Windows10 and work with Live IDs * Users and privacy * Work with apps * File management * Partition and file definitions   **Spreadsheets**  • Logical functions  • Statistical functions  • Financial functions  • Creating, editing and activating macros  • Modify standard Excel parameters  • Data consolidation  • Use of subtotal  • Definition and application of advanced filters  • Data clustering  • Implementation of data validity  • Creating and modifying the list order  • Adding, displaying, closing, editing, merging and summarizing scripts  • Data analysis using automated tools  • Create Pivot tables and PivotChart reports  • Implementation of Lookup and Reference functions  • Implementation of Database functions  • Localization of data and formulas  • Viewing and evaluating formulas  • Using conditional formatting  • Formatting and resizing graphs  • Formatting diagrams and graphs  • Protect your cell, workbooks and worksheets  • Applying security parameters to the workbook  • Workbook sharing  **Text processing**  • Program utilization  • Document creation and formatting  • Automatic content  • Academic references  • Subject Index  • Work with sections  • Placing photos and other objects  • Deployment of applications and content online  • Mail Merge serial letters  • Work with One Drive  • Preparation of printing  **Presentations**  • Work with presentations and save them in different formats.  • Selects standard functions within the application such as the help function to increase productivity.  • Use different presentation layouts, select layouts, different slide designs.  • Placement, editing, and formatting of text in a presentation. Applying a good practice in using the same headings in slides.  • Selection, creation and formatting of graphs to present clear information.  • Upload photos, images, drawing objects and edit them.  • Adds Transition Animations and Effects to a presentation and checks and corrects the content before the presentation is printed and distributed.  Communication and impact of social networks  • Understand what the internet is and the common notions associated with it. Be aware of the security aspects when using the internet.  • Perform routine tasks related to searching Web sites through the Web Browser and search engines  • Request information and fill out web forms.  • Save Web pages and download files from the web. Copies texts from web pages to a document.  • Understand what email is and recognize some of the advantages and disadvantages of using it. To know other communication options.  • Be aware of the potential for productivity growth when working with email. Organizing and managing emails  • Social networks and their impact on business Linkedin, Twiter, Facebook  **Introduction to Databases**  • Database design  • Tables  • Applications  • questionnaires  • Reports  • Pimps  • Documenting the database  **Office 365 and Introduction to Share Point**  • Office 365  • Why clouding services  • Office 365 applications  • Creating a SharePoint site  • Lists  • Librarys  • Share Point Users | | | |

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| **Content** | **Weekly Plan** |  |  | **Week** |
| ICT basics Entry |  |  | 1 |
| ICT basics, PSU and Case |  |  | 2 |
| ICT basics, Motherboard |  |  | 3 |
| ICT basics, CPU and Memories |  |  | 4 |
| Computer Network |  |  | 5 |
| Test 1 |  |  | 6 |
| Internet of Things |  |  | 7 |
| Security Concept |  |  | 8 |
| Security Concept |  |  | 9 |
| Operating Systems |  |  | 4 |
| Operating Systems |  |  | 5 |
| E-communication and social media |  |  | 12 |
| Test 2 |  |  | 13 |
| Presentations |  |  | 14 |
| Presentations |  |  | 15 |
| **Teaching/Learning Methods** | **Activities** |  |  | **Weight (%)** |
| 1. Lectures |  |  | 20% |
| 2. Seminars |  |  | 20% |
| 3. Laboratory |  |  | 40% |
| 4. Case studies |  |  | 10% |
| 5. Role play |  |  | - |
| 6. Problem-based learning |  |  | 10% |
| 7. Study visits |  |  |  |
| 8. Work placement |  |  |  |
| **Assessment Methods** | **Assessment Activity** | **Number** | **Week** | **Weight (%)** |
| 1. Quiz | 2 | 7, 13 | 2 x50% |
| 2. Team work |  |  |  |
| 3. Mid-term exam |  |  |  |
| 4. Final Exam | 1 |  | 100% |
| **Course resources** | **Resources** |  |  | **Number** |
| 1. Classroom |  |  | 1 |
| 2. IT Lab |  |  | 1 |
| 3. Moodle |  |  | 1 |
| Windows 10, MS Office 2016 / 2019 |  |  | 1 |
| 4. LCD Projector |  |  | 1 |
| **ECTS Workload** | **Activity** |  | **Weekly hours** | **Total workload** |
| 1. Lectures |  | 2 | 24 |
| 2. Seminars |  | 1 | 16 |
| 3. IT Lab |  | 2 | 18 |
| 4. Practice in industry |  |  |  |
| 5. Self learning |  | 4 | 90 |
| 6. Exam |  | 2 | 2 |
| **Literature/References** | 1. Customized material prepared by lecturer 2. Video lessons on Moodle 3. Windows 8.1, Besnik Skenderi (on moodle) 4. MS Word 2010 dhe MS Excel i avancuar 2010, Besnik Skenderi (moodle) 5. IT Siguria Besnik Skenderi (moodle) 6. MS Excel i Avancuar 2013 (moodle) 7. Migrimi ne SharePoint, Besnik Skenderi (moodle) 8. Shelly, Cashman and Vermatt, Discovering Computers 2004/2003/2002, Thomson Cou 2004/2003/2002.   Rainer, Turban & Potter, Introduction to Information Systems, John Wiley & Sons | | | |
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