Subject	Basics of Computer Technologies		
Type	Type	Semester	ECTS
	Elective (E)	1	3
Lecturer	Dr.Sc. Besnik Skenderi		
Aims and Objectives	This course provides an introduction to fundamental computer technologies, covering essential topics in hardware, software, and the internet. It is designed for beginners to gain foundational knowledge of computer systems and their applications in various fields..		
Learning Outcomes	By the end of this course, students will be able to: ✓ Understand the basic structure and functions of computer systems. ✓ Describe hardware and software components and their roles. ✓ Use fundamental software applications for productivity. ✓ Understand network basics and internet functionality. ✓ Apply best practices for digital security and data management		

Content	**Week**	**Topics**
	Syllabus presentation	
	1	Introduction to Computer Technologies and History of Computing
	2	Overview of Computer Hardware: Components and Functions
	3	Introduction to Operating Systems: Types and Functions
	4	Software Basics: Applications, Utilities, and Development
	5	Understanding Networks: Basics of LAN, WAN, and the Internet
	6	Internet Fundamentals: Browsing, Email, and Web Basics
	Mid-term exam – 1	
	7	Introduction to Cloud Computing and Online Collaboration Tools
	8	Data Storage and Management: Files, Folders, and Drives
	9	Basics of Cybersecurity: Protecting Personal and Organizational Data
	10	Digital Communication: Social Media, Digital Etiquette, and Ethics
	11	Basic Troubleshooting and Maintenance of Computer Systems
	12	Future Trends in Computer Technologies and Course Review
	Mid-term exam – 2	

Teaching/Learning Methods	Activity	Weight (%)
	Lectures	40%
	Lab	20%
	Research	10%
	Independent learning	20%

Assessment Methods	**Methods of assessment:**	%
	Participation	10%
	Lab	30%
	Presentation / Project	20%
	Final exam	40%

Resources	**Resources**	**Number**
	□ Access to computers for practical sessions	1
	□ Reliable internet connection	1
	□ Basic productivity software (Word Processor, Spreadsheet)	1

ECTS Workload	**Activity**	**Weekly hours**	**Workload**
	Lectures	1	12
	Lab	1	12
	Independent work	n/a	51

Literature	Prepared material by professor available at Moodle Video lectures prepared by professor	

Ethical standards	This course follows UBT College's Code of Ethics, requiring all students to behave accordingly. Any case of academic misconduct, including but not limited to cheating, plagiarism, or other forms of dishonesty, will lead to significant punishment such as failure of the specific assessment or the entire course, as well as further disciplinary measures in accordance with UBT College's academic integrity policies.
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