

Course Title : Information and Communication Skills

Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab (hours/week)	Credits	ECTS
CMP 141	E	1	3	0	0	3.00	5
Lecturer and Office Hours			Abdurrahman Celebi, Msc				
Teaching Assistant and Office Hours							
Language			Albanian, English				
Course Level			Bachelor				
Description			The course aims to provide students knowledge about information and especially communication systems.				
Objectives			- To provide students knowledge on the software application systems such as spreadsheet, presentation and database - To enable the use of emails and internet blogs as a means of communication and information				

Course Outline

Week	Topics
1	Use of Word for documents and texts
2	Use of Word for documents and texts
3	Use of spreadsheets for data processing
4	Use of spreadsheets for data processing
5	Making several presentations
6	Making several presentations
7	Use of Outlook for work administration
8	Midterm Exam
9	Use of Outlook for work administration
10	Wide use of emails
11	Blogs, social networks as means for information and communication
12	Creation of a basic web page
13	Creation of a basic web page
14	Creation of a basic web page
15	Summary
16	Final Exam
Prerequisites	
Textbook	
• Douglas, G., Connell, M. (2007). Fundamentals of Ms Office.	
Other References	
• Cikël leksionesh nga titullari i lëndës	
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

1	Use of MS Office programs
2	Use of internet as communication means and information source

3	Basic knowledge for the creation of a web page		
Course Evaluation Methods			
In-term studies		Quantity	Percentage
Midterms		1	40
Quizzes		0	0
Projects		0	0
Term Projects		0	0
Laboratory		0	0
Attendance		0	0
Contribution of in-term studies to overall grade			40
Contribution of final examination to overall grade			60
Total			100
ECTS (Allocated Based on Student) Workload			
Activities	Quantity	Duration (hours)	Total Workload (hours)
Course Duration (Including the exam week : 16 x Total course hours)	16	3	48
Hours for off-the-classroom study (Pre-study, practice)	14	2	28
Assignments	0	8	0
Midterms	1	8	8
Final examination	1	10	10
Other	1	19	19
Total Work Load			113
Total Work Load / 25 (hours)			4,52
ECTS			5