

**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
<b>Lecturer and Office Hours</b>			Abdurrahman Celebi, Msc				
<b>Teaching Assistant and Office Hours</b>							
<b>Language</b>			Albanian, English				
<b>Course Level</b>			Bachelor				
<b>Description</b>			The course aims to provide students knowledge about information and especially communication systems.				
<b>Objectives</b>			- 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
<b>Prerequisites</b>	
<b>Textbook</b>	• Douglas, G., Connell, M. (2007). Fundamentals of Ms Office.
<b>Other References</b>	• Cikël leksionesh nga titullari i lëndës
<b>Laboratory Work</b>	
<b>Computer Usage</b>	
<b>Other</b>	

**Learning Outcomes and Competences**

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

<b>3</b>	Basic knowledge for the creation of a web page		
<b>Course Evaluation Methods</b>			
<b>In-term studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	40
Quizzes		0	0
Projects		0	0
Term Projects		0	0
Laboratory		0	0
Attendance		0	0
<b>Contribution of in-term studies to overall grade</b>			<b>40</b>
<b>Contribution of final examination to overall grade</b>			<b>60</b>
<b>Total</b>			<b>100</b>
<b>ECTS (Allocated Based on Student) Workload</b>			
<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total Workload (hours)</b>
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	39	39
<b>Total Work Load</b>			<b>133</b>
<b>Total Work Load / 25 (hours)</b>			<b>5,32</b>
<b>ECTS</b>			<b>5</b>