

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			Migena Luga, 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	Introduction to computer systems and technology
2	Using google searching options, gmail and google drive
3	Using Microsoft Word
4	Using Microsoft Word
5	Using Microsoft Word
6	Using Microsoft Publisher
7	Midterm Exam
8	Using Microsoft PowerPoint
9	Using Microsoft PowerPoint
10	Using Microsoft Excel
11	Using Microsoft Excel
12	Preparing a basic website
13	Preparing a basic website
14	Troubleshooting and maintenance fundamentals
15	Summary
16	Final Exam
Prerequisites	
Textbook	
Other References • Cikël leksionesh nga titullari i lëndës	
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

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

3	Basic knowledge for preparing of a web page		
Course Evaluation Methods			
In-term studies		Quantity	Percentage
Midterms		1	15
Quizzes		0	0
Projects		2	20
Term Projects		0	0
Laboratory		1	40
Attendance		0	0
Contribution of in-term studies to overall grade			75
Contribution of final examination to overall grade			25
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	3	8	24
Midterms	1	8	8
Final examination	1	10	10
Other	1	19	19
Total Work Load			137
Total Work Load / 25 (hours)			5,48
ECTS			5