

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			Klevis Topi, 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, Windows 10 intro
2	Launching & Managing Applications
3	File Explorer - The Windows Filing Cabinet
4	Using Cortana to Search, Browsing the Web with Edge
5	Working with Mail, People & Calendar, Using the Other Bundled Apps
6	Installing Applications, Essential Settings & Customization
7	Midterm Exam
8	Account Settings
9	Sharing with Home Networks, Backing Up & Restoring, Troubleshooting & Updating
10	Using Microsoft Word
11	Using Microsoft Word
12	Using Microsoft Word
13	Using Microsoft PowerPoint
14	Using Microsoft PowerPoint
15	Summary
16	Final Exam
Prerequisites	
Textbook	• Installing and configuring Windows 10, Partner Applied Workshop: What's New in Windows® 10, Deploying and Managing Windows 10 Using Enterprise Services
Other References	• Video tutorial, cikel leksionesh
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

1	Use of some MS Office programs, Windows 10
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2	Use of internet as communication means and information source		
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