

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 system
2	Basics of Windows 10
3	Uses of gmail account and its features
4	Basics of internet and computer networks
5	Using Microsoft Word
6	Using Microsoft Word
7	Midterm Exam
8	Using Microsoft Publisher
9	Using Microsoft Publisher
10	Using Microsoft PowerPoint
11	Using Microsoft PowerPoint
12	Using Microsoft Excel
13	Using Microsoft Excel
14	Preparing a personal blog
15	Preparing a personal blog
16	Final Exam

Prerequisites	
Textbook	<ul style="list-style-type: none"> Installing and configuring Windows 10, https://ptgmedia.pearsoncmg.com/images/9780735669413/samplepages/9780735669413.pdf Deploying and Managing Windows 10 Using Enterprise Services
Other References	<ul style="list-style-type: none"> Video tutorial,cikel leksionesh
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

1	Use of some MS Office programs
2	Use of Windows 10
3	Opening a personal blog

Course Evaluation Methods

In-term studies	Quantity	Percentage
Midterms	1	35

Quizzes	0	0	
Projects	1	20	
Term Projects	0	0	
Laboratory	0	0	
Attendance	0	0	
Contribution of in-term studies to overall grade			55
Contribution of final examination to overall grade			45
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	1	8	8
Midterms	1	8	8
Final examination	1	10	10
Other	1	19	19
Total Work Load			121
Total Work Load / 25 (hours)			4,84
ECTS			5