

## 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>			Migena Luga, 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	Introduction to computer systems
2	Basics of Windows 10
3	How to use gmail 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 Word
11	Using Microsoft Word
12	Using Microsoft PowerPoint
13	Using Microsoft PowerPoint
14	Opening a personal blog
15	Opening a personal blog
16	Final Exam
<b>Prerequisites</b>	
<b>Textbook</b>	<ul style="list-style-type: none"> <li>Installing and configuring Windows 10,</li> <li>Partner Applied Workshop: What's New in Windows® 10</li> <li>Deploying and Managing Windows 10 Using Enterprise Services</li> </ul>
<b>Other References</b>	<ul style="list-style-type: none"> <li>Video tutoriale,cikel leksionesh</li> </ul>
<b>Laboratory Work</b>	
<b>Computer Usage</b>	
<b>Other</b>	

## Learning Outcomes and Competences

1	Use of some MS Office programs
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<b>2</b>	Use of Windows 10		
<b>3</b>	Opening a personal blog		
<b>Course Evaluation Methods</b>			
<b>In-term studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	35
Quizzes		0	0
Projects		1	20
Term Projects		0	0
Laboratory		0	0
Attendance		0	0
<b>Contribution of in-term studies to overall grade</b>			<b>55</b>
<b>Contribution of final examination to overall grade</b>			<b>45</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	1	8	8
Midterms	1	8	8
Final examination	1	10	10
Other	1	19	19
<b>Total Work Load</b>			<b>121</b>
<b>Total Work Load / 25 (hours)</b>			<b>4,84</b>
<b>ECTS</b>			<b>5</b>