

Course Title : Information and Communication Systems

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			Abdurrahman Celebi, Msc				
Teaching Assistant and Office Hours							
Language			Albanian, English				
Course Level			Bachelor				
Description			The aim of this course is to provide students with knowledge about information systems and communication.				
Objectives			Technical and practical skills obtained through this course include knowledge of software application systems such as spreadsheet, presentation and website database. Upon completion of the course students should be able to know and understand the use of internet, email and blogs as means of communication and information.				

Course Outline

Week	Topics
1	Using Word for documents and texts processing
2	Using Word for documents and texts processing
3	Use of spreadsheets for data processing
4	Use of spreadsheets for data processing
5	Creating different presentations
6	Creating different presentations
7	Using Outlook for administrative work
8	Midterm Exam
9	Using Outlook for administrative work
10	Using extensive e-mail
11	Using extensive e-mail
12	Blogs, social networks for information and communication tools
13	Creation of a basic web page
14	Creation of a basic web page
15	Summary
16	Final Exam
Prerequisites	
Textbook	
• Redmond, Wash. 2007. 2007 Microsoft Office System Inside Out. Microsoft Press.	
Other References	
Laboratory Work	
Computer Usage	
Other	

Learning Outcomes and Competences

1	Using MS Office programs
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2	Using the Internet as a communication tool and information source		
3	Basic knowledge for creating a web page		
Course Evaluation Methods			
	In-term studies	Quantity	Percentage
	Midterms	1	20
	Quizzes	0	0
	Projects	3	30
	Term Projects	0	0
	Laboratory	0	0
	Attendance	1	10
	Contribution of in-term studies to overall grade		60
	Contribution of final examination to overall grade		40
	Total		100
ECTS (Allocated Based on Student) Workload			
	Activities	Quantity	Duration (hours)
	Course Duration (Including the exam week : 16 x Total course hours)	16	3
	Hours for off-the-classroom study (Pre-study, practice)	14	4
	Assignments	3	1
	Midterms	1	8
	Final examination	1	10
	Other	1	7
	Total Work Load		132
	Total Work Load / 25 (hours)		5,28
	ECTS		5