

**Course Name : Information and Communication Skills**

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
CMP 141	A	Fall	3.00	0.00	0.00	3.00	5.00

<b>Lecturer</b>	Abdurrahman Celebi, Msc
<b>Assistant</b>	
<b>Course language</b>	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
<b>Core Concepts</b>	

**Course Outline**

Week	Topic
1	Use of Word for documents and texts
2	Use of Word for documents and texts
3	Use of spreadsheets for data processing
4	Use of spreadsheets for data processing
5	Making several presentations
6	Making several presentations
7	Use of Outlook for work administration
8	Midterm Exam
9	Use of Outlook for work administration
10	Wide use of emails
11	Blogs, social networks as means for information and communication
12	Creation of a basic web page
13	Creation of a basic web page
14	Creation of a basic web page
15	Summary
16	Final Exam

	<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.	
	<b>Literature</b>	• Douglas, G., Connell, M. (2007). Fundamentals of Ms Office.	
	<b>References</b>	• Cikël leksionesh nga titullari i lëndës	
<b>Course Outcome</b>			
<b>1</b>	Use of MS Office programs		
<b>2</b>	Use of internet as communication means and information source		
<b>3</b>	Basic knowledge for the creation of a web page		
<b>Course Evaluation</b>			
	<b>In-term Studies</b>	<b>Quantity</b>	<b>Percentage</b>
	Midterms	1	40
	Quizzes	0	0
	Projects	0	0
	Term Projects	0	0
	Laboratory	0	0
	Class Participation	0	0
	<b>Total in-term evaluation percent</b>		<b>40</b>
	<b>Final exam percent</b>		<b>60</b>
	<b>Total</b>		<b>100</b>
<b>ECTS Workload (Based on Student Workload)</b>			
	<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>
	Course duration (Including the exam week: 16x Total hours of the course)	16	3
	Study hours outside the classroom (Preparation, Practice, etc.)	14	2
	Duties	0	8
	Midterms	1	8
	Final Exam	1	10
	Other	1	19
	<b>Total Work Load</b>		<b>113</b>
	<b>Total Work Load / 25 (hours)</b>		<b>4.52</b>
	<b>ECTS</b>		<b>5.00</b>