

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
Lecturer		Abdurrahman Celebi, Msc					
Assistant							
Course language		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					
Core Concepts							
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						

Prerequisites		The student must attend the course at a minimum rate of 75%.		
Literature		• Douglas, G., Connell,M. (2007). Fundamentals of Ms Office.		
References		• Cikël leksionesh nga titullari i lëndës		
Course Outcome				
1	Use of MS Office programs			
2	Use of internet as communication means and information source			
3	Basic knowledge for the creation of a web page			
Course Evaluation				
In-term Studies		Quantity	Percentage	
Midterms		1	40	
Quizzes		0	0	
Projects		0	0	
Term Projects		0	0	
Laboratory		0	0	
Class Participation		0	0	
Total in-term evaluation percent			40	
Final exam percent			60	
Total			100	
ECTS Workload (Based on Student Workload)				
Activities		Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)		16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)		14	2	28
Duties		0	8	0
Midterms		1	8	8
Final Exam		1	10	10
Other		1	39	39
Total Work Load				133
Total Work Load / 25 (hours)				5.32
ECTS				5.00