

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	Migena Luga, 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	Introduction to computer systems and technology
2	Using google searching options, gmail and google drive
3	Using Microsoft Word
4	Using Microsoft Word
5	Using Microsoft Word
6	Using Microsoft Publisher
7	Midterm Exam
8	Using Microsoft PowerPoint
9	Using Microsoft PowerPoint
10	Using Microsoft Excel
11	Using Microsoft Excel
12	Preparing a basic website
13	Preparing a basic website
14	Troubleshooting and maintenance fundamentals
15	Summary
16	Final Exam

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature			
References	• Cikël leksionesh nga titullari i lëndës		
Course Outcome			
1	Use of some MS Office programs		
2	Use of internet as communication means and information source		
3	Basic knowledge for preparing of a web page		
Course Evaluation			
In-term Studies		Quantity	Percentage
Midterms		1	15
Quizzes		0	0
Projects		2	20
Term Projects		0	0
Laboratory		1	40
Class Participation		0	0
Total in-term evaluation percent			75
Final exam percent			25
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	3	8	24
Midterms	1	8	8
Final Exam	1	10	10
Other	1	19	19
Total Work Load			137
Total Work Load / 25 (hours)			5.48
ECTS			5.00