

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	Troubleshooting and maintenance fundamentals						
13	Preparing a basic web page						
14	Preparing a basic web page						
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 to prepare a web page using online web page builders			
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