

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	Klevis Topi, 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, Windows 10 intro
2	Launching & Managing Applications
3	File Explorer - The Windows Filing Cabinet
4	Using Cortana to Search, Browsing the Web with Edge
5	Working with Mail, People & Calendar, Using the Other Bundled Apps
6	Installing Applications, Essential Settings & Customization
7	Midterm Exam
8	Account Settings
9	Sharing with Home Networks, Backing Up & Restoring, Troubleshooting & Updating
10	Using Microsoft Word
11	Using Microsoft Word
12	Using Microsoft Word
13	Using Microsoft PowerPoint
14	Using Microsoft PowerPoint
15	Summary
16	Final Exam

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	<ul style="list-style-type: none"> • Installing and configuring Windows 10, • Partner Applied Workshop: What's New in Windows® 10 • Deploying and Managing Windows 10 Using Enterprise Services 		
References	• Video tutorial,cikel leksionesh		
Course Outcome			
1	Use of some MS Office programs		
2	Use of Windows 10		
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)
	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
	Total Work Load		113
	Total Work Load / 25 (hours)		4.52
	ECTS		5.00