

**Course Name : Information and Communication Systems**

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
CMP 141	A	Fall	3.00	1.00	0.00	3.50	5.00

<b>Lecturer</b>	Klaudia Tabulla, Msc
<b>Assistant</b>	
<b>Course language</b>	English
<b>Course level</b>	Bachelor
<b>Description</b>	The main purpose of the course is to provide students with knowledge about information systems and especially those of information and communication.
<b>Objectives</b>	Using some MS Office programs. Using Windows. Use of digital devices. Knowledge of the main components of the computer.
<b>Core Concepts</b>	Computer Microsoft Windows Microsoft Power Point Microsoft Excel

**Course Outline**

Week	Topic
1	Introduction to Computer System (Syllabus Presentation)
2	Hardware Basics
3	Software Basics
4	Key features of Windows system ( Basic Operations)
5	Folders, directories and files
6	Microsoft Word Usage
7	Microsoft Word Usage
8	Midterm
9	Microsoft Power Point Usage
10	Beautiful.AI Usage
11	Microsoft Excel Usage
12	Microsoft Excel Usage
13	Network basics
14	Network basics
15	Repetition
16	Final Exam

<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.		
<b>Literature</b>	• INTRODUCTION TO COMPUTER - Fred Mugivane		
<b>References</b>	• Video tutoriale, cikel leksionesh.		
<b>Course Outcome</b>			
<b>1</b>	Përdorimi i disa programeve të MS Office		
<b>2</b>	Përdorimi i Windows		
<b>3</b>	Përdorimi i pajisjeve digjitale		
<b>Course Evaluation</b>			
<b>In-term Studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	30
Quizzes		1	5
Projects		1	10
Term Projects		0	0
Laboratory		0	0
Class Participation		1	5
<b>Total in-term evaluation percent</b>			<b>50</b>
<b>Final exam percent</b>			<b>50</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>	<b>Total (hours)</b>
Course duration (Including the exam week: 16x Total hours of the course)	16	4	64
Study hours outside the classroom (Preparation, Practice, etc.)	14	3	42
Duties	1	0	0
Midterms	1	8	8
Final Exam	1	11	11
Other	0	0	0
<b>Total Work Load</b>			<b>125</b>
<b>Total Work Load / 25 (hours)</b>			<b>5.00</b>
<b>ECTS</b>			<b>5.00</b>