

Course Name : Information and Communication Systems

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
MUL 203	A	Fall	3.00	0.00	3.00	3.00	6.00

Lecturer	Klaudia Tabulla, Msc
Assistant	
Course language	Albanian
Course level	Program Profesional 2-Vjeçar
Description	The main purpose of the course is to provide students with knowledge about information systems and especially those of information and communication.
Objectives	Using some MS Office programs. Using Windows. Use of digital devices. Knowledge of the main components of the computer.
Core Concepts	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

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	• INTRODUCTION TO COMPUTER - Fred Mugivane		
References	• Video tutoriale, cikel leksionesh.		
Course Outcome			
1	Përdorimi i disa programeve të MS Office		
2	Përdorimi i Windows		
3	Përdorimi i pajisjeve digjitale		
Course Evaluation			
In-term Studies		Quantity	Percentage
Midterms		1	30
Quizzes		1	5
Projects		1	10
Term Projects		0	0
Laboratory		0	0
Class Participation		1	5
Total in-term evaluation percent			50
Final exam percent			50
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	6	96
Study hours outside the classroom (Preparation, Practice, etc.)	14	3	42
Duties	1	0	0
Midterms	1	0	0
Final Exam	1	0	0
Other	0	0	0
Total Work Load			138
Total Work Load / 25 (hours)			5.52
ECTS			6.00