

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		Fatos Lala, 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							
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		0	0
Projects		1	20
Term Projects		0	0
Laboratory		0	0
Class Participation		1	10
Total in-term evaluation percent			60
Final exam percent			40
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	1	14
Duties	1	5	5
Midterms	1	10	10
Final Exam	1	20	20
Other	1	5	5
Total Work Load			150
Total Work Load / 25 (hours)			6.00
ECTS			6.00