

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	D	Fall	3.00	0.00	0.00	3.00	5.00

Lecturer	Abdurrahman Celebi, 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	Use of Word for documents and texts
2	Use of Word for documents and texts
3	Use of spreadsheets for data processing
4	Use of spreadsheets for data processing
5	Making several presentations
6	Making several presentations
7	Use of Outlook for work administration
8	Midterm Exam
9	Use of Outlook for work administration
10	Wide use of emails
11	Blogs, social networks as means for information and communication
12	Creation of a basic web page
13	Creation of a basic web page
14	Creation of a basic web page
15	Summary
16	Final Exam

	Prerequisites	The student must attend the course at a minimum rate of 75%.		
	Literature	• Douglas, G., Connell, M. (2007). Fundamentals of Ms Office.		
	References	• Cikël leksionesh nga titullari i lëndës		
Course Outcome				
1	Use of MS Office programs			
2	Use of internet as communication means and information source			
3	Basic knowledge for the creation of a web page			
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)	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	0	8	0
	Midterms	1	8	8
	Final Exam	1	10	10
	Other	1	19	19
	Total Work Load			113
	Total Work Load / 25 (hours)			4.52
	ECTS			5.00