| 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** | Migena Luga, 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 |
| 2 | Using google searching options, gmail and google drive |
| 3 | Using Microsoft Word |
| 4 | Using Microsoft Word |
| 5 | Using Microsoft Word |
| 6 | Using Microsoft Publisher |
| 7 | Midterm Exam |
| 8 | Using Microsoft PowerPoint |
| 9 | Using Microsoft PowerPoint |
| 10 | Using Microsoft Excel |
| 11 | Using Microsoft Excel |
| 12 | Troubleshooting and maintenance fundamentals |
| 13 | Preparing a basic web page |
| 14 | Preparing a basic web page |
| 15 | Summary |
| 16 | Final Exam |

| | |
|---|---|
| **Prerequisites** | The student must attend the course at a minimum rate of 75%. |
| **Literature** | |
| **References** | • Cikël leksionesh nga titullari i lëndës |

## Course Outcome

| | |
|---|---|
| **1** | Use of some MS Office programs |
| **2** | Use of internet as communication means and information source |
| **3** | Basic knowledge to prepare a web page using online web page builders |

## Course Evaluation

| In-term Studies | Quantity | Percentage |
|---|---|---|
| Midterms | 1 | 15 |
| Quizzes | 0 | 0 |
| Projects | 2 | 20 |
| Term Projects | 0 | 0 |
| Laboratory | 1 | 40 |
| Class Participation | 0 | 0 |
| **Total in-term evaluation percent** | | **75** |
| **Final exam percent** | | **25** |
| **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 | 3 | 8 | 24 |
| Midterms | 1 | 8 | 8 |
| Final Exam | 1 | 10 | 10 |
| Other | 1 | 19 | 19 |
| **Total Work Load** | | | **137** |
| **Total Work Load / 25 (hours)** | | | **5.48** |
| **ECTS** | | | **5.00** |