

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		Klevis Topi, 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,Windows 10 intro						
2	Launching & Managing Applications						
3	File Explorer - The Windows Filing Cabinet						
4	Using Cortana to Search,Browsing the Web with Edge						
5	Working with Mail, People & Calendar,Using the Other Bundled Apps						
6	Installing Applications,Essential Settings & Customization						
7	Midterm Exam						
8	Account Settings						
9	Sharing with Home Networks,Backing Up & Restoring,Troubleshooting & Updating						
10	Using Microsoft Word						
11	Using Microsoft Word						
12	Using Microsoft Word						
13	Using Microsoft PowerPoint						
14	Using Microsoft PowerPoint						
15	Summary						
16	Final Exam						

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	• Installing and configuring Windows 10, • Partner Applied Workshop: What's New in Windows® 10 • Deploying and Managing Windows 10 Using Enterprise Services		
References	• Video tutorial, cikel leksionesh		
Course Outcome			
1	Use of some MS Office programs		
2	Use of Windows 10		
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