

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
2	Basics of Windows 10
3	How to use gmail and its features
4	Basics of internet and computer networks
5	Using Microsoft Word
6	Using Microsoft Word
7	Midterm Exam
8	Using Microsoft Publisher
9	Using Microsoft Publisher
10	Using Microsoft Word
11	Using Microsoft Word
12	Using Microsoft PowerPoint
13	Using Microsoft PowerPoint
14	Opening a personal blog
15	Opening a personal blog
16	Final Exam

Prerequisites	The student must attend the course at a minimum rate of 75%.			
Literature	<ul style="list-style-type: none"> • 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			
3	Opening a personal blog			
Course Evaluation				
	In-term Studies	Quantity	Percentage	
	Midterms	1	35	
	Quizzes	0	0	
	Projects	1	20	
	Term Projects	0	0	
	Laboratory	0	0	
	Class Participation	0	0	
	Total in-term evaluation percent		55	
	Final exam percent		45	
	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	1	8	8
	Midterms	1	8	8
	Final Exam	1	10	10
	Other	1	19	19
	Total Work Load			121
	Total Work Load / 25 (hours)			4.84
	ECTS			5.00