

**Course Name : Information and Communication Systems**

Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
CMP 141	D	Fall	3.00	1.00	0.00	3.50	5.00

<b>Lecturer</b>	Elsid Miraka, Msc
<b>Assistant</b>	Grasjela Qyli, Msc
<b>Course language</b>	English
<b>Course level</b>	Bachelor
<b>Description</b>	The main purpose of the course is to provide students with knowledge about information systems and especially those of information and communication.
<b>Objectives</b>	1. Introduce students to the basics of computer systems, covering both hardware and software components to provide a foundational understanding. 2. Familiarize students with the key features and operations of the Windows operating system, including file management and basic functionality. 3. Teach students how to effectively use Microsoft Word, PowerPoint, and Excel for various tasks, enhancing their productivity and document management skills. 4. Provide an overview of network basics, ensuring students understand fundamental networking concepts and their importance in modern computing.
<b>Core Concepts</b>	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

<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.		
<b>Literature</b>	• INTRODUCTION TO COMPUTER - Fred Mugivane		
<b>References</b>	• Video tutoriale, cikel leksionesh, Case study gjate seminarit.		
<b>Course Outcome</b>			
<b>1</b>	Përdorimi i disa programeve të MS Office		
<b>2</b>	Përdorimi i Windows		
<b>3</b>	Përdorimi i pajisjeve digjitale		
<b>Course Evaluation</b>			
<b>In-term Studies</b>		<b>Quantity</b>	<b>Percentage</b>
Midterms		1	30
Quizzes		0	0
Projects		1	20
Term Projects		0	0
Laboratory		0	0
Class Participation		1	10
<b>Total in-term evaluation percent</b>			<b>60</b>
<b>Final exam percent</b>			<b>40</b>
<b>Total</b>			<b>100</b>
<b>ECTS Workload (Based on Student Workload)</b>			
<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total (hours)</b>
Course duration (Including the exam week: 16x Total hours of the course)	16	4	64
Study hours outside the classroom (Preparation, Practice, etc.)	14	1	14
Duties	1	15	15
Midterms	1	16	16
Final Exam	1	16	16
Other	0	0	0
<b>Total Work Load</b>			<b>125</b>
<b>Total Work Load / 25 (hours)</b>			<b>5.00</b>
<b>ECTS</b>			<b>5.00</b>