

Course details	
Academic unit:	Faculty of Architecture, Design and Wood Technology
Program:	Design and Construction of Wooden Products
Course title:	Academic And Communications Skills
Level:	Bachelor
Year of studies:	I
Number of hours in a week:	3
ECTS-credits:	6
Time/ location:	UASF
Contact:	bashkim.musliu@ushaf.net
Course description	
	This course offers students the opportunity to improve their writing skills by practicing writing and giving them suggestions to develop their writing skills. Also the students will be required to write and read their task during our class meetings. The students will be encouraged to publish their professional work in print media in order to fulfil the basic requirements of this course, in other words to practically fulfil the requirements of this course.
Contents	
Course goals:	The primary purpose of this course is to provide the students with information about the culture of communications, culture of writing and basic concepts of academic writing. Another purpose of this course is to help students to develop their communication skills to suit any situation related to their field of study.
Course objectives:	On successful completion of this course students will be able to: <ul style="list-style-type: none"> • Communicate effectively • demonstrate writing skills: generate new ideas, draft, revise, and prepare research papers and presentations related to their field of study. • understand the importance of communication • choose appropriate ways to communicate in different situations;

Achieving the learning outcomes			
Activity	Hours	Days/Weeks	Total
Lectures	3	15	45
Exercises			
Practice			
Consultations	1	10	10
Tests, seminae	1	15	15
Homework			
Self-study time	3	10	30
Genral review of lessons	5	4	20
Evaluation time(tests,final exam)	2	2	4
Projects, presantations etc.	5	2	10
Total			150
Methodology of teaching			
	<p>>Lectures (combined form-interactive)</p> <p>(Class activities will include a combination of instructor- and student-led discussions)</p> <p>>Exercises (The student will plan and draft a research paper, discuss about it in groups and participate actively in classroom interactions.);</p> <p>>Discussions and debates related to the themes that we cover in our course;</p> <p>>Writing, text content interpretation;</p> <p>>tests, essays and oral presentations will be used to check students achievement in academic writing.</p>		
Evaluation			
	<p>> First evaluation 15 %</p> <p>> Second evaluation 15 %</p> <p>> Active participation in class discussion 10 %</p> <p>> Lecture attendance 10 %</p> <p>> Final exam 50 %</p>		

	Total 100 %
Literatura	
Basic literature	<ul style="list-style-type: none"> • Buisness Communication Today, Bovee/Till, ninth edition. • <i>Gjovalin Shkurtaj, Si të shkruajmë shqip, Morava, Tiranë, 2013.</i> • Syllivan Barnet, Pat Bellanca, Marica Stubbs, Shkrimi akademik, Dita, Tiranë, 2000.
Additional literature	<ul style="list-style-type: none"> • Andri Koxhaj, Florian Tomini, “Manaxhimi i komunikimit”, Tiranë, 2006. • S. I. Hayakawa Language in Thought And Action, 1949. • Rami Memushaj, Shqipja standarde, Toena, Tiranë, 2004.
Covered main topics	
Week no.	This course will cover the following topics:
<i>Week 1:</i>	<p>Introduction to course description, teaching methodology, evaluation, and required texts.</p> <p>Language culture, communications culture and academic writing.</p>
<i>Week 2:</i>	Basic notions: language, writing, critical reading, academic writing and spelling.
<i>Week 3:</i>	Meaning and importance of communication.
<i>Week 4:</i>	Achieving success through effective communication
<i>Week 5:</i>	Communication codes and their meanings; principles of effective communication; planning business messages.
<i>Week 6:</i>	<p>The process of writing a research paper: choosing the topic, finding literature related to the topic and drafting the topic.</p> <p>First evaluation: the results of the first essay</p>
<i>Week 7:</i>	Structure of a research paper (article, diploma thesis, master’s thesis, doctoral thesis.): introduction, topic (chapters), conclusion, literature.
<i>Week 8:</i>	Assessing essays

	Evaluating the structure of a research paper
Week 9:	Citation and footnotes
Week 10:	Resources and literature (required literature, additional literature); bibliography How to format your research paper properly?
Week 11:	Writing a research paper for a book of your field.
Week 12:	Proofreading, revision and editing
Week 13:	Discussion regarding research paper
Week 14:	A general review of the main issues of communication culture
Week 15:	A general review of the main issues of academic writing
Academic policy and rules of conduct	
<i>Lecture attendance and active participation in classroom activities are compulsory.</i>	