

Basic data of the subject			
Academic unit:	Faculty of Engineering and Informatics Applied Informatics		
Title of the subject:	Communications Skills		
Level:	Bachelor		
Course Status:	Obligatory		
Year of studies:	I		
Number of hours per week:	3		
Value of Credits - ECTS:	5		
Time / location:			
Course lecturer:	Prof.Ass. Dr. Bashkim Musliu		
Contact details:	Bashkim.mustafa@ushaf.net		
Course Description:	<p><i>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.</i></p>		
Objectives of the course:	<p><i>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.</i></p>		
Expected learning outcomes:	<p><i>On successful completion of this course students will be able to:</i></p> <ul style="list-style-type: none"> • <i>Communicate effectively</i> • <i>Demonstrate writing skills: generate new ideas, draft, revise, and prepare research papers and presentations related to their field of study.</i> • <i>Understand the importance of communication</i> • <i>Choose appropriate ways to communicate in different situations;</i> • <i>Assess communication forms that increase the performance of work in a group or a team.</i> 		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hour	Day/Week	In total
Lectures with numerical exercises	3	15	45
Internship			
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	3	2	6

Homework			
Self-learning time student (at the library or at home)	3	15	45
Final preparation for the exam	7	2	14
Time spent on evaluation (tests, quiz and final exam)			
Projects and presentations.	3	5	15
Total			125
Teaching methodology:	<p><i>Lectures (combined form-interactive) (Class activities will include a combination of instructor- and student-led discussions)</i></p> <p><i>Exercises (The student will plan and draft a scientific paper, discuss about it in groups and participate actively in classroom interactions.);</i></p> <p><i>Discussions and debates related to the themes that we cover in our course;</i></p> <p><i>Writing, text content interpretation; Tests, essays and oral presentations will be used to check students achievement in academic writing.</i></p>		
Assessment methods:	<p><i>First assessment 20%</i></p> <p><i>Second assessment 20%</i></p> <p><i>Active participation in class discussion 10%</i></p> <p><i>Final exam 50%</i></p> <p><i>Total 100%</i></p> <p><i>The student can choose to be evaluated one of the two forms of evaluation, given below:</i></p> <p><i>1. Form 1: Evaluation with colloquiums and project</i></p> <p><i>2. Form 2: Evaluation with the final exam.</i></p> <p>Form 1:</p> <p><i>In the first form of assessment "Assessment with colloquiums and project" the student is assessed in four activities that are carried out during the lectures:</i></p> <p><i>1. Colloquium 1 (20%), individual assessment</i></p> <p><i>2. Colloquium 2 (20%), individual assessment</i></p> <p><i>3. Class activity (10%), individual assessment</i></p> <p><i>4. Final exam 50%</i></p> <p><i>Total 100%</i></p> <p><i>Additional clarification:</i></p> <p><i>If the student in each activity above reaches the maximum points, then he will be evaluated with 100 points.</i></p> <p><i>Students who pass the exam according to form 1 of the assessment, are released from the obligation to take the final</i></p>		

	<p><i>exam. Only if the student is not satisfied with the grade achieved according to form 1, then he can undergo the final exam to obtain a higher grade.</i></p> <p>Form 2: <i>In the second form of evaluation, "Evaluation with the final exam", the student will undergo the exam which is held after the end of the course lectures, and is organized in the exam deadlines, determined by the University Senate. Through the final exam, the student can achieve a maximum of 90% of the points out of the total of 100 points. The rest of the 10% points must be completed by the activity work carried out during the lectures.</i></p> <p><i>In Colloquium 1, Colloquium 2 and Final Exam, the assessment of students will be done through an assessment form, which must be completed individually by the student. The evaluation form will contain objective and subjective questions through which the student's learning outcomes will be evaluated: Activity in the class means the student's engagement in dealing with the issues discussed in the class, during the lectures.</i></p> <p>Rating: 91-100 points - graded 10 (ten) 81-90 points - graded 9 (nine) 71-80 points - grade 8 (eight) 61-70 points - graded 7 (seven) 51-60 points - grade 6 (Six) 0-50 points – The student repeats the exam.</p>
The ratio of theory and practice:	60% theory and exercises with 40% lab work
Literature	
Basic Literature:	<ol style="list-style-type: none"> 1. Andri Koxhaj, Florian Tomini, "Manaxhimi i komunikimit", Tiranë, 2006. 2. Gjovalin Shkurtaç, Si të shkruajmë shqip, Morava, Tiranë, 2013. 3. Sylvian Barnet, Pat Bellanca, Marica Stubbs, Shkrimi akademik, Dita, Tiranë, 2000.
Additional Literature:	<ol style="list-style-type: none"> 1. S. I. Hayakawa Language in Thought And Action, 1949. 2. Rami Memushaj, Shqipja standarde, Toena, Tiranë, 2004.
Designed learning plan	
Week:	Lectures and exercises to be held
Week one:	<p><i>Introduction to course description, teaching methodology, evaluation, and required texts. What is language culture?</i></p>

	<i>What is academic writing? Differences and similarities between academic writing and language culture.</i>
Week two:	<i>Basic notions: language, writing, critical reading, academic writing and spelling.</i>
Week three:	<i>Meaning and importance of communication in business</i>
Week four:	<i>Culture of communication</i>
Week five:	<i>Communication codes and their meanings; Principles of effective communication; Planning business messages.</i>
Week six:	<i>The process of writing a research paper: choosing the topic, finding literature related to the topic and drafting the topic. First evaluation: the results of the first essay</i>
Week seven:	<i>Structure of a research paper (article, diploma thesis, master's thesis, doctoral thesis.): introduction, topic (chapters), conclusion, literature.</i>
Week eight:	<i>Assessing essays Evaluating the structure of a research paper</i>
Week nine:	<i>Citation and Footnotes</i>
Week ten:	<i>Resources and literature (required literature, additional literature); bibliography How to format your research paper properly?</i>
Week eleven:	<i>Writing a review for a book of your field.</i>
Week twelve:	<i>Proofreading, revision and editing</i>
Week thirteen:	<i>Public communication</i>
Week fourteen:	<i>Assessing essays</i>
Week fifteen:	<i>A general review of the main issues of communication skills</i>
Academic policies and rules of conduct	
<i>Lecture attendance and active participation in classroom activities are compulsory.</i>	