

Basic data of the subject			
Academic unit:	Faculty of Management		
Subject title:	Academic skills		
Study level:	Bachelor		
Subject status:	Compulsory		
Year of study:	I		
Number of hours per week:	2+2		
Value of credits - ECTS:	6		
Lecturer of the subject:	Dr.sc.Bahskim Musliu		
Contact details:	bashkim.musliu@ushaf.net		
Subject description			
	The course will include writing practice, reading papers during class and communication. Students will be encouraged to publish their professional writing in a newspaper, to meet the basic requirements of the subject, respectively the practical implementation of the writing method. Students will be encouraged to communicate and develop communication as effectively as possible.		
Pruppose of the subject:			
	The main purpose of the subject of academic writing is to acquaint students with the writing culture, in terms of spelling, as well as acquainted with the essence of the intellectual-academic writing term. This course aims to develop student skills to communicate effectively in any situation related to their professional activity.		
Learning outcomes:			
	After completion of this course students will be able to: <ul style="list-style-type: none"> • They will acquire contemporary knowledge in academic writing. • Can write correctly and according to the codified norms the words and their different forms; • Will be competent in evaluating spelling methods that lead to high performance of group work. • Be competent for selecting appropriate communication tools, depending on the concrete situations in the business. 		
Contribution in Student's learning (should correspond with Students learning outcomes)			
Activity	Hrs	Days/weeks	Total
Lectures	2	15	30

Theory/Lab exercises	2	15	30
Practical work			
Contact hours/consultations with lecturer	1	1	1
Exercises in the field			
Tests, seminars			
Home work			
Student's independent study time (library or home)	3	15	60
Final preparation for exam	6	3	27
Time spent during assessment (tests, quizzes, final exam)	2		2
Projects, presentations, etc.			
Total			150
Teaching methodology:			
	Lectures Exercise Discussion		
Assessment methods:			
	First evaluation 15 % Second evaluation 15 % Discussion 10 % Final exam 60 % Total 100 %		
Literature			
Basic literature:			
	<ul style="list-style-type: none"> ➤ <i>Andri Koxhaj, Florian Tomini, "Manaxhimi i komunikimit", Tiranë, 2006</i> ➤ <i>Memushaj, Rami, Shqipja standarde, "Toena", Tiranë, 2004.</i> 		
Other literature:			
	<ul style="list-style-type: none"> ➤ <i>Çausi, Tefik, Fjalor i estetikës, "Onufri", Tiranë, 1998.</i> ➤ <i>Dhrimo, Ali – Edmond Tupja, Eshref Ymeri, Fjalor sinonimik i gjuhës shqipe, "EDFA", Tiranë, 2007.</i> ➤ <i>Musaj, Bardhyl, Si të shkruajmë ese, "Pegi", Tiranë, 2004.</i> ➤ <i>Nishku, Majlinda, Procesi dhe shkrimet funksionale, QAD, Tiranë, 2004.</i> ➤ <i>Pozzato, Maria Pia, Semiotika e tekstit, UET/Press, Tiranë, 2009.</i> ➤ <i>Ervin Demo, Petrit Dollani. Komunikimi ne Biznes 2007</i> 		
Lesson plan:			
Week	Lectures		
<i>First week:</i>	Get acquainted with the subject's description, methods, assessment, resources, and literature. What is the culture of language and what is the academic writing: the differences		

	and the similarities.
<i>Second week:</i>	Basic notions: Language; writing; critical reading; academic writing; spelling; pronunciation.
<i>Third week:</i>	Comprehension and importance of communication
<i>Fourth week:</i>	Achievement of success through communication
<i>Fifth week:</i>	Communication codes and their meaning Effective communication principal Planning of messages in business
<i>Sixth week:</i>	The process of research paper: choosing the topic; choosing the literature and using the resources, writing a topic, first evaluation: essay results.
<i>Seventh week:</i>	The structure of research paper (term paper, diploma, masters, PHD): introduction; topic (units), ending, sources and literature.
<i>Eighth week:</i>	Evaluation of an essay Structure evaluation of a research paper.
<i>Ninth week:</i>	Citing (types, ways, forms) Footnotes (types, forms)
<i>Tenth week:</i>	Resources and literature (basic literature, other literature); bibliography, technical aspects of a term paper.
<i>Eleventh week:</i>	Writing a recession for a book from the respective direction
<i>Twelwth week:</i>	Reading, correction and editing.
<i>Thirteenth week:</i>	Application for employment
<i>Fourteenth week:</i>	Recap of the main issues of the language.
<i>Fifteenth week:</i>	Recap of the main issues of academic writing.
Academic policies and rules of conduct:	
<i>Regular attendance, maintaining the order and active engagement in dialogue during lectures and exercises is compulsory.</i>	