

Basic data of the subject	
University:	University of Applied Sciences in Ferizaj
Academic unit:	Faculty of Engineering and Informatics
Program:	Applied Informatics
Title of the subject:	Communications Skills
Level:	Bachelor
Course Status:	Obligatory
Year of studies:	I, Semester I
Number of hours per week:	3
Value of Credits - ECTS:	5
Time / location:	
Course lecturer:	
Contact details:	_____
Course Description:	
	<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>
Objectives of the course:	
	<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>
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>To write correctly and according to codified norms the words and their different forms;</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>
Prerequisites:	
	<i>Knowledge of the Albanian language, good reading and writing skills, general knowledge of the culture of writing, and the ability to communicate effectively in the Albanian language.</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>The student can choose to be assessed one of the two forms of assessment, given below:</i></p> <ol style="list-style-type: none"> <i>1. Form 1: Evaluation with colloquiums</i> <i>2. Form 2: Evaluation with the final exam.</i> <p>Form 1:</p> <p><i>In the first form of assessment "Assessment with colloquiums" the student is assessed in three activities that are carried out during the lectures:</i></p> <ol style="list-style-type: none"> <i>1. Colloquium 1 (45%), individual assessment</i> <i>2. Colloquium 2 (45%), individual assessment</i> <i>3. Class activity (10%), individual assessment</i> <p><i>If the student is not satisfied with the assessment achieved according to form 1, then he can undergo the assessment according to form 2 to obtain a higher assessment.</i></p> <p>Form 2:</p> <p><i>Through the final exam, the student can achieve a maximum of 90% of the points from the total of 100 points.</i></p>

	<p><i>The rest of the 10% points must be completed by activity carried out during the lectures.</i></p> <p><i>In Colloquium 1, Colloquium 2 and the final exam, the evaluation of the students will be done through an evaluation form, which must be completed individually by the student. The evaluation form will contain 5 tasks through which the student's learning outcomes will be evaluated.</i></p> <p><i>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:</p> <p><i>91-100 points – graded 10 (ten)</i> <i>81-90 points – graded 9 (nine)</i> <i>71-80 points – grade 8 (eight)</i> <i>61-70 points – grade 7 (seven)</i> <i>51-60 points – grade 6 (six)</i> <i>0-50 points – The student repeats the exam</i></p>
The ratio of theory and practice:	<i>60% theory and exercises with 40% lab work</i>
Literature	
Basic Literature:	<ol style="list-style-type: none"> <i>1. Buisness Communication Today, Bovee/Till, ninth edition.</i> <i>2. Gjovalin Shkurtaç, Si të shkruajmë shqip, Morava, Tiranë, 2013.</i> <i>3. Sylvian Barnet, Pat Bellanca, Marica Stubbs, Shkrimi akademik, Dita, Tiranë, 2000.</i>
Additional Literature:	<ol style="list-style-type: none"> <i>1. Andri Koxhaj, Florian Tomini, “Manaxhimi i komunikimit”, Tiranë, 2006.</i> <i>2. S. I. Hayakawa Language in Thought And Action, 1949.</i> <i>3. Rami Memushaj, Shqipja standarde, Toena, Tiranë, 2004.</i>
Designed learning plan	
Week:	Lectures and exercises to be held
Week one:	<p><i>Introduction to course description, teaching methodology, evaluation, and required texts.</i></p> <p><i>What is language culture?</i></p> <p><i>What is academic writing?</i></p> <p><i>Differences and similarities between academic writing and language culture.</i></p>
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:	<p><i>Communication codes and their meanings;</i></p> <p><i>Principles of effective communication;</i></p> <p><i>Planning business messages.</i></p>

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>	