Course Basic Data	
Academic units:	**Faculty of Applied Arts**
Course title:	**Academic Skills**
Level:	**Bachelor**
Course status:	**Mandatory**
Year of study:	**I**
Number of hours per week:	**2**
Value in credits– ECTS:	**3**
Course description	The Academic Skills course aims to develop students' skills in writing, critical reading, research and academic communication. Students are introduced to the principles of academic writing, structuring text, using and citing sources, drafting research papers, editing and presenting ideas. Through practical exercises, students develop the ability to communicate clearly and professionally in academic contexts and in the fields of art, design and multimedia.
Course aims:	The aim of the course is to develop students' skills in writing, research and academic communication, enabling them to structure and argue ideas, use sources responsibly and present their work clearly and professionally.
Learning outcomes: **(a) Knowledge;** **(b) Ability / Skills and** **(c) Competences**	Upon completion of the course, the student will be able to: • Apply the basic principles of academic writing and spelling; • Structure and draft an essay and a short academic paper; • Search, select and use relevant academic sources • Use citations, references and bibliography correctly and respect the principles of academic integrity; • Analyze, edit and evaluate academic texts • Communicate and present ideas in a clear and professional manner; • Analyze and present in an argumentative manner a work, project or product from the field of art, design and multimedia.

Contribution in Student's learning (should correspond with Students learning outcomes			
Activity	**Hour**	**Day/week**	**Total**
Lectures	2	15	30
Theory/Lab exercises			
Practical work			
Contact hours/consultation with lecturer	1	3	3
Exercises in the field			
Test, seminars			
Homework	1	8	8
Student's independent study time (library or home)	1	15	15
Final preperation for exams	3	3	9
Time spent during assessment (tests, quizzes, final exam)	2	2	4
Project, presentation ect.	2	3	6
Total			**75**

Methodology of teaching (and learning)	Teaching is delivered through interactive lectures, discussions, analysis of academic texts and sources, individual and group exercises, writing assignments, presentations, and practical work in drafting, citing, and editing academic texts.
Assessment Methods (Eligibility Criteria):	• Activity and Engagement in Learning. ……**max 10 points** (%), • Design/presentation of the seminar paper project……**max 20 points** (%), • Final Exam .....**max 70 points** (%) Students must pass 50% of all evaluation criteria.
Concretization tools – IT	Use of classic and electronic whiteboards, Internet, Wi-Fi, computer, projector, PowerPoint, etc.
The ratio between the theoretical and practical part of the study	70% - Theories 30% - Practical exercises

Literture	
Basic literature:	1. Shamiq, Mid'hat, How to write a scientific paper, "Logos A", Skopje, 2006. 2. Memushaj, Rami, Standard Albanian, "Toena", Tirana, 2004. 3. Boce, Elona, How to write a research paper, CDE, Tirana, 2004.
Additional literature:	1. Musaj, Bardhyl, How to write an essay, "Pegi", Tirana, 2004. 2. Nishku, Majlinda, Process and functional writing, QAD, Tirana, 2004. 3. Pozzato, Maria Pia, Semiotics of the text, UET/Press, Tirana, 2009. 4. Dhrimo, Ali – Edmond Tupja, Eshref Ymeri, Synonymic dictionary of the Albanian language, "EDFA", Tirana, 2007.

Lectures timeline

Week	Lectures to be held:
First week:	Introduction to the course. Language culture and academic writing – introduction to the course, methodology, assessment, sources and literature; differences and similarities between language culture and academic writing.
Second week:	Basic notions – language, writing, critical reading, academic writing, spelling and orthography.
Third week:	Academic and professional communication – forms and principles of communication in academic and professional contexts, with examples from art, design and multimedia
Fourth week:	Critical reading, argumentation and formulation of ideas – identifying the argument, formulating and supporting ideas.
Fifth week:	Structuring academic text – paragraph, argument, coherence, connection between ideas, and academic style.
Sixth week:	The research paper process – choosing and formulating the topic, researching and selecting literature, and using sources.
Seventh week:	The structure of an academic paper – introduction, content, division into chapters, conclusion, sources and literature.
Eighth week:	Academic essay – structure, argument formulation, content development, and evaluation criteria.
Ninth week:	Citation, referencing and academic integrity – citation, paraphrasing, footnotes, references and basic principles for avoiding plagiarism.
Tenth week:	Sources and bibliography – basic and additional literature, academic sources, and technical aspects of drafting the paper.
Eleventh week:	Critical writing about art and design – writing a review and analysis of a work, project, or visual product from the relevant field.
Twelfth week:	Proofreading, editing and proofreading – linguistic, structural and content review of the text.
Therteenth week:	CV, portfolio statement and cover letter – writing and structuring documents for academic and professional application.

Fourteenth week:	Academic and professional presentation – structuring the presentation, selecting information, and visual and verbal presentation of ideas.
Fifteenth week:	Presentation and evaluation of papers – presentation of student papers, discussion, analysis and reflection on the knowledge and skills acquired.

Academic Policies and Code of Conduct:
Students must be regular and active in lectures and exercises, complete and submit assignments and projects within the specified deadlines, and respect the principles of academic integrity. Individual and group work must be carried out responsibly, respecting the roles of team members, professional communication, and individual contribution to the project.