Course details	
Academic unit:	**Faculty of Architecture, Design and Wood Technology**
Program:	**Interior Architecture and Furniture Design**
Course title:	**Communication Skills**
Level:	**Bachelor**
Course status:	**Mandatory**
Year of studies:	**II**
Number of classes in a week:	**3**
ECTS-credits:	**5**
Time/ location:	**UASF**
Subject teacher:	
Contact details:	
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: • Communicate effectively • demonstrate writing skills: generate new ideas, draft, revise, and prepare research papers and presantations 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	0	0	0
Practice	0	0	0
Consultations	1	5	5
	0	0	0
Tests	0	0	0
Homework	2	8	16
Self-study time	5	7	35
Genral review of lessons	5	2	10
Evaluation time(tests,final exam)	2	2	4
Projects, presantations etc.	5	2	10
Total			**125**

Methodology of teaching	Lectures (combined form-interactive) (Class activities will include a combination of instructor- and student-led discussions) Exercises (The student will plan and draft a research paper, discuss about it in groups and participate actively in classroom interactions.); Discussions and debates related to the themes that we cover in our course; Writing, text content interpretation; tests, essays and oral presentations will be used to check students achievement in academic writing.
Evaluation	First evaluation 15 % Second evaluation 15 % Active participation in class discussion 10 % Lecture attendance 10 % Final exam 50 %

	Total 100 %
Literatura	
Basic literature	• Buisness Communication Today, Bovee/Till, ninth edition. • *Gjovalin Shkurtaj, Si të shkruajmë shqip, Morava, Tiranë, 2013.* • Sylivan Barnet, Pat Bellanca, Marica Stubbs, Shkrimi akademik, Dita, Tiranë, 2000.
Additional literature	• 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:**
Week 1:	Introduction to course description, teaching methodology, evaluation, and required texts. Language culture, communications culture and academic writing.
Week 2:	Basic notions: language, writing, critical reading, academic writing and spelling.
***Week 3*:**	Meaning and importance of communication.
Week 4:	Achieving success through effective communication
Week 5:	Communication codes and their meanings; principles of effective communication; planning business messages.
***Week 6*:**	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
Week 7:	Structure of a research paper (article, diploma thesis, master's thesis, doctoral thesis.): introduction, topic (chapters), conclusion, literature.
Week 8:	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*:**	Disscusion 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
Lecture attandance and active participation in classrrom activities are compulsary.