



UNIVERSITETI I MITROVICËS
'ISA BOLETINI'

syllabus–COMMUNICATION SKILLS–ECONOMIC ENGINEERING		
Faculties:	Faculty of Mechanical and Computer Engineering	
Department	Economic engineering	
level	Bachelor	
Course code	111IE	
content	Communication skills	
Course status	Mandatory, (O)	OBLIGATORY , Electoral
Semesters	seconde(II)	winterOr/ summer
Fund of hours	2+1	According to the approved program
ECTS	6	According to the approved program
Hours / Salla	Monday, 9 ⁰⁰ ÷11 ¹⁵ , S305	
Academic year	2021/2024	
Teachers / the	Prof.ASS.dr.Violetë Bardhi-Zeqiri	
Assistant / e		
Contacted	Teachers / the	Assistant / e
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content	• Awareness of students about the importance of communication skills in everyday life and in the workplace. • withdeveloping communication skills in students. • ainviting students to express themselves right orally and in writing. • ainviting students to present in writing and with graphs, tables, diagrams, diagrams and figures various objects / processes, processes, procedures and ideas; • ainviting students for group workANDfor public appearances.
Purpos e	• acquire the skills of writing and reading correctly. • be able to express themselves clearly about the demands of the labor market • develop communication skills.
availability	Upon completion of this course the student will be able to: • write letters,email,formal and informal,official and business • write various reports (visits,terre,laboratoryfeasibility,progressetc.). • use the computer to write various reports,internet for foundof certain information. • to write proceminutes from meetings • draft a paper related to a problemmatics or certain issues. • give oral presentations; respond to interviews,write CVsfor work.

Programs	Weeks	Topic
	Java-I	General knowledge, Words and sentences.
	Java-II	Spunctuation marks, paragraph, cohesion and coherence of the text.
	Java-III	The writing process,Numbers,Submission of ideas,Email and the Internet.
	Java-IV	essays, Texam writing and exam techniques.
	Java-V	Reports, tipat of reports.
	Java-VI	Proposals, Specifications and Manuals.
	Java-VII	First assessment
	Java-VIII	Projects and reports of the last year (of studies).
	Java-IX	Technical information,References,Presentation.
	Java-X	Mood, Visual aids andcomputers.
	Java-XI	Manner of presentation, puna in group and meetings.
	Java-XII	Keeping minutes
	Java-XIII	Letters. CV and application (competition) for work
	Java-XIV	Job interviews.
	Java-XV	Second evaluation

Literature	Basic literature	
	[1].XJ Kennedy, Dorothy M. Kennedy, Maria F. Muth, Advanced Academic Writing Guide, Tirana, 2009	
	[2]. Thomas S. Kane, How to shkruajmeAlbanian, Tirana, 2010	
	[3].Irida Hoti, Merita Hysa, Academic Writing, Shkodra, 2010	
	[4].John W. Davies, Communication Skills. A Guide for Engineering and Applied Science Students, Prentice Hall, 2001.	
	Supplementary literature	
	[1].bardhylMusaandal., How to write an essay, Second Edition,CDE, Tirana, 2007.	
	[2].RamiMemushaj, Standard Albanian. How to speak and write it.Toena, Tirana, 2004.	
	[3]. Majlinda Nishku, How to write: process and functional writing,CDE, Tirana, 2004	

Teaching methodology	Lectures, exercises, individual work, experimental work, seminar papers, colloquia, essays, field work, group work, etc. <u>Completed according to the specifics of your subjects!</u>			
	Contribution to student workload (which should correspond to student learning outcomes - 1 ECTS credit = 25 hours)			
	activity	hour	Day / jawidower	in total
	Lectures	2	15	30
	Theoretical exercises	1	15	15
	Practical work	-	-	-
	Contacts with the teacher / consultations	2	5	10
	Field exercises	-	-	-
	Colloquium, seminar	2	5	10
	Homework	1	5	5
	Student's own study time (in the library or at home)	2	10	20
	Final preparation for the exam	3	5	15
	Time spent on assessment (tests, quizzes, final exam)	3	3	9
	Projects, presentations, etc.	2	5	10
Total				124

ASSESSmENT	Evaluation methods [according to the Statute and Regulation for studies of UMIB]		
	Tested /Kollokfiumet(First test)	10%	
	(Second test)	10%	
	Practical test during exercises (Essay)	5%	
	Full seminars		
	Interpretation and presentation of artistic creativity and other works.	5%	
	Assignments and courses during the semester		
	Professional practice.		
	Other [specify], Continuity	5%	
	Final exam	65%	
	Total.	100%	
	Final grade:	Points (%) Grade	
		91 – 100	10
		81 - 90	9
		71 - 80	8
		61 - 70	7
		51 - 60	6

Pacademic oligarchy	Criteria for regular attendance and rules of etiquette during the organization of the lesson are set. Computer work The worksgraphics,mustto draw and write withwith computer. In the works it is obligatory to respect the criteria for both the visual and the content aspect of the required works. During the works it is required to respect the orthographic rules. Ethics in teaching The worksgraphicsshould be workspersonalof each student. There will be no tolerance for copying, "borrowing" from the Internet or any other material. The same or similar works will have negative evaluations in the final evaluation of the student. • TIME In agreement with the students, the deadlines for submitting works will be determined. There will be no tolerance for delays in the submission of works. Failure to arrive at the time when the assignment is explained does not justify the student for not submitting the paper. The deadline will be given earlier. If you are going to travel abroad, then you need to submit the paper anymoreEARLY. The student has the right to request a consultation with the professor whenever he / she deems it reasonable and necessary for the performance of his / her work. • Rules of conduct and academic policies: ○ active participation of students in lecturesand exercises ○ participation in discussion, comments and free expression of opinion, opinion and academic position (with arguments) ○ mandatory independent work and use of additional sources of information (web-various scientific pages, scientific journals, summaries of conference papersetc.) ○ adherence to the scheduleitof lecturesand exercises,paeviolated academic freedom (silent cell phones) ○ respect for the word, thoughts and ideas of colleagues, ○ it is not allowed to arrive late and leave the lecture without a valid reason,exercises,test or exam, ○ preparation and holding of relevant lectures, (obligation of the teacher). ○ nëse studentiis missing more than four times for no reasonin lectures and exercises, does not get the signature for attendance. ○ sthe student cannot take the exam unintentionallykofficial ument, ○ nif the student isdissatisfied with the grade obtained, has the right to appeal in writing to the dean,bdy dite incomeof work, after the announcement of the results, the StatuteiUMIB-it ○ nëse studentinotifollow the rulesin the exam,use mjein those that are not allowed, it is evaluated by swimmingenegative.
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