

Course Name : Communication Skills I							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
ELL 115	B	Fall	3.00	0.00	0.00	3.00	4.00
<b>Lecturer</b> Trudy Ann Anderson, PhD							
<b>Assistant</b>							
<b>Course language</b> English							
<b>Course level</b> Bachelor							
<b>Description</b>		This course aims to explore the main elements of communication such as: unique human communication, human language and self-perception. Furthermore, it deals with interpersonal communication, group communication and public communication without ignoring some elements of public speaking, that is, informative and persuasive speaking as well as interviewing practice. To make the course more practical, the syllabus includes various issues related to technical and business communication such as communication in the workplace as well as various elements of the research process focusing on specific documents and applications.					
<b>Objectives</b>		The main goals of the course include, but are not limited to, a general understanding of human communication as a science and a solution for competent interactions in both the workplace and public speaking. As such, at the end of the course students are expected to be highly competent in both verbal and nonverbal communication as well as in their technical communication.					
<b>Core Concepts</b>							
Course Outline							
Week	Topic						
1	Introduction to the Course - The Movie 'Meet My Parents' PART 1: ELEMENTS OF COMMUNICATION						
2	Human Communication: What and Why/Chapter I. Ronald B. Adler and George Rodman Understanding Human Communication.						
3	"Perception, Self, and Communication/Chapter II. Ronald B. Adler and George Rodman Understanding Human Communication."						
4	"Language & Hearing/Chapter III,IV. Ronald B. Adler and George Rodman Understanding Human Communication."						
5	Nonverbal Communication/Chapter V. Ronald B. Adler and George Rodman Understanding Human Communication.						
6	"Understanding Interpersonal Relationships & Improving Interpersonal Relationships/Chapter VI, VII. Ronald B. Adler and George Rodman Understanding Human Communication.						
7	"The Nature of Groups & Solving Problems in Groups/Chapter VIII, IX. Ronald B. Adler and George Rodman Understanding Human Communication."						
8	Semifinal Exam						
9	"Choosing and Developing an Issue & Organizing and Advocating/Chapter X, XI. Ronald B. Adler and George Rodman Understanding Human Communication."						
10	"Presenting Your Message & Informative & Persuasive Speaking/Chapters XII, XIII, XIV. Ronald B. Adler and George Rodman Understanding Human Communication.						
11	"Communication in the Workplace/Chapters 1-6. Lannon, John M. Technical Communication"						

<b>12</b>	"The Research Process/Chapters 7-11. Lannon, John M. Technical Communication"
<b>13</b>	"Structure, Style, Graphics AND Page Design/Chapters 12-15. Lannon, John M. Technical Communication."
<b>14</b>	"Specific Documents and Applications/Chapters 16-26. Lannon, John M. Technical Communication."
<b>15</b>	Review
<b>16</b>	Final Exam
<b>17</b>	Popujt indigjenë të Amerikës, deri më 1500
<b>Prerequisites</b>	The student must attend the course at a minimum rate of 75%.
<b>Literature</b>	<ul style="list-style-type: none"> <li>• Adler, R., Rodman, G.(2006). Understanding Human Communication. N.Y &amp; Oxford University Press.</li> <li>• Lannon, J. M.( 2008). Technical Communication. N.Y: Pearson &amp; Longman</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Trenholm, S.,Jensen.A.( 2008). Interpersonal Communication/ Seventh edition. Oxford &amp; N.Y: Oxford University Press</li> <li>• Lucas, S. E.(2004). The Art of Public Speaking. Boston: McGraw Hill</li> </ul>
<b>Course Outcome</b>	
<b>1</b>	Develop and practice technical and business communication skills, including workplace communication, research-based writing, and the preparation of professional documents.
<b>2</b>	Apply principles of public speaking, including informative and persuasive techniques, in structured presentations and real-life communication scenarios.
<b>3</b>	Demonstrate a clear understanding of the fundamental elements of human communication, including verbal and nonverbal components, and their role in effective interpersonal and group interactions.

<b>Course Evaluation</b>			
<b>In-term Studies</b>	<b>Quantity</b>	<b>Percentage</b>	
Midterms	1	20	
Quizzes	0	0	
Projects	1	30	
Term Projects	0	0	
Laboratory	0	0	
Class Participation	1	10	
<b>Total in-term evaluation percent</b>		<b>60</b>	
<b>Final exam percent</b>		<b>40</b>	
<b>Total</b>		<b>100</b>	
<b>ECTS Workload (Based on Student Workload)</b>			
<b>Activities</b>	<b>Quantity</b>	<b>Duration (hours)</b>	<b>Total (hours)</b>
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	2	28
Duties	1	12	12
Midterms	1	5	5
Final Exam	1	8	8
Other	0	0	0
<b>Total Work Load</b>			<b>101</b>
<b>Total Work Load / 25 (hours)</b>			<b>4.04</b>
<b>ECTS</b>			<b>4.00</b>