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| **1. Course title:** Professional communication | | | | |
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| **2. Code:** | | **3. Type (lecture, practice etc.):** seminar | | |
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| **4. Contact hours:** 2+1 hours per week | | **5. Number of credits (ECTS):** 3 | | |
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| 6. Preliminary conditions (max. 3): | | | | |
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| **7. Announced:** fall semester, spring semester, both | | | | |
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| **8. Limit for participants:** 150 | | | | |
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| **10. Responsible teacher (faculty, institute and department):**  Bogdán Zaválnij PhD (Faculty of Science, Institute of Mathematics and Informatics, Department of Informatics) | | | | |
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| 11. Teacher(s) and percentage: | | Mátyás Koniorczyk | | 100% |
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| **12. Language:** English | | | | |
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| 13. Course objectives and/or learning outcomes:  Objectives:  The aim of the course is to familiarise the students with the techniques of obtaining information in science and technology and with the basics of scientific and technical writing.  Learning outcomes: students completing the course will  have a knowledge on various types of scientific and technical publications and their style.  They will be *able* to read proefessional text, query the literature of topics, prepare a proper bibliography, and prepare simple scientific or technical documents, and perform short presentations.  They *intend* to adopt a proper attitude in scientific and technical communication. | | | | |
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| 14. Course outline   1. Sources of scientific and technical information. Books, journals, periodicals. Patent descriptions, standards. RFC-s, software documents. 2. Basics of scientometry. Citations, impact factor, Hirsch-index. 3. Online resources. Web of Science, Google Scholar. Webpages of journals and publishers. Online library catalogues. 4. Practice. 5. Basics of scientific and technical writings. Style, good practices. 6. Genres: the scientific paper 7. Genres: software documentation 8. Creating a bibliography. Numbered and Harvard styles. 9. Practice. 10. Oral genres: presentations, talks. 11. Practice. 12. Practice. 13. Practice. | | | | |
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| **15. Mid-semester works**  The students have to prepare a document on some topic, with a proper bibliography. They should present their work in a short talk. | | | | |
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| **16. Course requirements and grading**  The grade is given based on the document and the talk. | | | | |
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| 17. List of readings | | | | |
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| 18. Recommended texts, further readings   1. Hardy Hoover: Essentials for the scientific and technical writer. Dover publications, 1980. 2. Miscellaneous resources used during the semester. | | | | |
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| **Date** | 13 April, 2017 | **Prepared by** |  | |
| Bogdán ZAVÁLNIJ PhD  responsible teacher | |
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| **Endorsed by** | | |  | |
| XXX program supervisor | |