1.	Course title	Professional skills	
2.	Course code	CSEW105	
3.	Study program	ALL	
4.	Unit offering the course	**FCSE**	
5.	Undergraduate/postgraduate/PhD	**Undergraduate**	
6.	Year/semester 1/semester/mandatory	7. ECTS: **6**	
8.	Teacher(s)	d-r Lasko Basnarkov, d-r Sashko Ristov	
9.	Course prerequisites	/	
10.	Goals (competences): After the completion of this course, the students will have the required professional skills needed for academic and technical writing and presentation, conforming to the ethical principles and critical thinking. They will be able to generate high quality written material (text, essay, CV, formal letter) in English, to distinguish different types technical documents (specification, report, technical documentation, etc.) and to identify their structure, to perform an effective 15 minutes presentation on a given subject in English and to answer the related questions		
11.	Course content: Academic writing – paragraph, essay Job/scholarship application – CV, motivational letter, recommendation, interview Scientific paper Technical writing - different types technical documents (specification, report, technical documentation, etc.) Presentation – communication with the audience and transferring of ideas		
12.	Teaching methods: Teaching, supported by slides, interactive lecturing, exercises, projects, guest lectures, using online collaboration/commnication environments.		
13.	Total available time	6 ECTS x 30 hours = 180 hours	
14.	Distribution of the available time	0+60+30+30+60 = 180	
15.	Teaching activities	15.1. Lectures and training (labs, problem solving), seminar and team work	60 hours
16.	Other activities	16.1. Project work	30 hours
		16.2. Self study	30 hours
		16.3. Home work	60 hours
17.	Grading		
	17.1. Tests		60 points
	17.2. Seminar work/project (written or oral presentation)		35 points
	17.3. Active participation		5 points

			to 49 points	5 (five) (F)
18.	Grading criteria		from 50 to 59 points	6 (six) (E)
			from 60 to 69 points	7 (seven) (D)
			from 70 to 79 points	8 (eight) (C)
			from 80 to 89 points	9 (nine) (B)
			from 90 to 100 points	10 (ten) (A)

19.	Final exam prerequisites	15.1
20.	Course language	Macedonian and English
21.	Quality assurance methods	Mechanisms of internal evaluation and polls

22.	Literature					
	22.1	Mandatory				
		#	Authors	Title	Publisher	Year
		1.	John Langan	College writing skills with reading, 7th ed.	McGraw Hill	2008
		2.	Stephen Baily	Academic Writing: A practical guide for students	RoutledgeFalmer	2003
		3.	Justin Zobel	Writing for computer science, 2nd edn	Springer	2004
	22.2	Elective				
		#	Authors	Title	Publisher	Year