

1.	Course Title	Professional skills
2.	Code	F18L1W018
3.	Study program	Software engineering and information systems
4.	Study Program Organizer	Faculty of Computer Science and Engineering
5.	Degree (first, second, third cycle)	first cycle
6.	Academic year / semester 1 / winter / optional	7. ECTS credits 6
8.	Teacher	Ph.D. Andreja Naumoski, full professor Panche Ribarski, associate professor Lasko Basnarkov, assistant professor Magdalena Kostoska, assistant professor Kire Trivodaliev, assistant professor Georgina Mircheva, assistant professor Vesna Dimitrievska Ristovska, assistant professor Biljana Stojkoska
9.	Course enrollment prerequisites	
10.	Course program goals (competencies):	The aim of the course is to provide the students with the skills necessary for academic writing and presentation, by caring about the ethics and critical thinking. After completion of the course it is expected from the student to be able to write quality academic texts (paragraph, essay, CV, formal letter) both in Macedonian and English language; to differentiate between different technical texts (specification, report, study, technical documentation) and to identify their parts; to give effective 15 minutes presentation on given topic in English language and to reply to the given questions about the presentation.
11.	Course program content:	Introduction. Nontechnical skills of an engineer. The change of way of communication between the humans induced by the technology. Ethics versus law. Effective communication strategies. Writing technical reports. Communication and presentation skills. Preparation of presentations and strategies for effective communication. Using visual tools for communication. Teamwork, interdisciplinary teams and conflict resolution. Social effects of engineering solutions (risks, security). Ethical issues in the profession. Intellectual rights and law.
12.	Learning methods:	Lectures using presentations, interactive lectures, exercises (using equipment and software packages), teamwork, case studies, invited guest lecturers, independent preparation and defense of a project assignment and seminar work.
13.	Total available time	6 ECTS x 30 hours = 180 hours

14.	Distribution of the available time		60 + 0 + 15 + 15 + 60 = 150 hours			
15.	Teaching activity forms		15.1.	Lectures – theoretical teaching	60 hours	
			15.2.	Exercises (laboratory, auditory), seminar papers, teamwork	0 hours	
16.	Other activity forms		16.1.	Project Tasks	15 hours	
			16.2.	Independent Learning Tasks	15 hours	
			16.3.	Home learning	60 hours	
17.	Assessment methodology					
	17.1.	Tests			10 points	
	17.2.	Seminar paper/project (presentation: written and oral)			10 points	
	17.3.	Activity and learning			10 points	
	17.4.	Final exam			70 points	
18.	Assessment criteria (points/grade)		up to 50 points		5 (five) (F)	
			51 to 60 points		6 (six) (E)	
			61 to 70 points		7 (seven) (D)	
			71 to 80 points		8 (eight) (C)	
			81 to 90 points		9 (nine) (B)	
			91 to 100 points		10 (ten) (A)	
19.	Course completion and final exam requirements		Realized activities 15.1 and 15.2			
20.	Teaching Language		Macedonian and English			
21.	Teaching quality evaluation method		Internal evaluation mechanisms and questionnaires			
22.	Course Material					
	22.1.	Mandatory course material				
		No	Author	Title	Publisher	Year
		1	Justin Zobel	Writing for computer science	Springer	2004
		2	Stephen Bailly	Academic Writing: A practical guide for students	RoutledgeFalmer	2003
22.2.	Additional course material					
	No.	Author	Title	Publisher	Year	

