SYLLABUS

1. Data about the program of study

1.1 Institution	The Technical University of Cluj-Napoca
1.2 Faculty	Faculty of Automation and Computer Science
1.3 Department	Computer Science
1.4 Field of study	Computer Science and Information Technology
1.5 Cycle of study	Bachelor of Science
1.6 Program of study/Qualification	Computer science/ Engineer
1.7 Form of education	Full time
1.8 Subject code	28.1

2. Data about the subject

2.1 Subject name				***Foreign Language II (English - Technical documents elaboration)***	
2.2 Course responsible/lecturer				Assoc.prof. dr. Sanda Paduretu	
2.3 Teachers in charge of seminars/ laboratory/ project				-	
2.4 Year of study	II	2.5 Semester	2	2.6 Type of assessment (E - exam, C - colloquium, V - verification)	C
2.7 Subject category	*DF – fundamentală, DD – în domeniu, DS – de specialitate, DC – complementară*				DC
	DI – Impusă, DOp – opțională, DFac – facultativă				DI

3. Estimated total time

3.1 Number of hours per week	2	of which:	Course	2	Seminars		Laboratory		Project	
3.2 Number of hours per semester	28	of which:	Course	28	Seminars		Laboratory		Project	
3.3 Individual study:										
(a) Manual, lecture material and notes, bibliography										
(b) Supplementary study in the library, online and in the field										
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays										22
(d) Tutoring										
(e) Exams and tests										
(f) Other activities:										

3.4 Total hours of individual study (suma (3.3(a)…3.3(f)))	22
3.5 Total hours per semester (3.2+3.4)	50
3.6 Number of credit points	2

4. Pre-requisites (where appropriate)

4.1 Curriculum	None
4.2 Competence	Minimum B2 level (CEFR)

5. Requirements (where appropriate)

5.1. For the course	N/A
5.2. For the applications	Class attendance, individual study

6. Specific competence

6.1 Professional competences	N/A
6.2 Cross competences	**CT3 –** Demonstrating the spirit of initiative and action for updating professional, economical and organizational culture knowledge (2 credits)

7. Discipline objective (as results from the *key competences gained*)

7.1 General objective	Students should acquire knowledge and integrated skills to communicate in a foreign language in professional (technical and engineering) contexts and on

	job related topics.
7.2 Specific objectives	At the end of this course, the students will be able to: - identify and apply the main principles of effective communication in English - read and write using effective academic and technical writing techniques; -participate and express their opinion, evaluation and recommendation in technical exchange of information; -take notes on specialized topics within their field of specialization; -have the necessary skills read and write scientific articles -read and extract specific and general information from a variety of technical texts;

8. Contents

8.1 Lectures	Hours	Teaching methods	Notes
Introduction to communication. Communication in an academic setting. Communication at work.	2	Lecture by teacher, drill and practice, class discussion , questions and answers, textbook / reading assignments, formative assessment	
The writing process. Features and stages of the writing process.	2		
Readability. Characteristics and formulae for readability.	2		
Improving readability. Web-page / computer programming readability.	2		
Fundamentals of effective technical writing.	2		
Overview of technical and scientific language used in written communication. Best words and phrases. Reading grammar. Formal and informal language.	2		
Paragraphs. What is a paragraph? Elements of a paragraph. Development of a paragraph.	2		
Basic types of documents. User manuals, technical reports, specification sheets.	2		
Citation: plagiarism, paraphrasing, summary, academic conventions	2		
Plagiarism I: Complexities of definition. Plagiarism in Academic contexts. The Academy's response to plagiarism	2		
Plagiarism II: Learning to write from sources. The "shock" of referencing. Avoiding plagiarism.	2		
Plagiarism III: The art of finding plagiarism. Types of academic misconduct (ghost-writing, contract cheating, falsifying data).	2		
Plagiarism IV: Student's research on typologies of plagiarism. Assignment discussion. Identifying main types (copy-paste, verbatim, translations, disguised, shake and paste, clause quilts, structural, cut and slide, self-plagiarism).	2		
Style. Final conclusion.	2		
Bibliography 1.Marinela Granescu, Ema Adam, Effective academic and technical writing, UTPress, Cluj-Napoca, 2010 2. Justine Jobel, Writing for Computer Science: the art of effective communication, Springer Verlag, Melbourne, 2000 3. Simon Haines, Real writing with answers, Cambridge University Press, 2008 4. R.R. Jordan, Academic writing course, Nelson, 1992			
8.2 Applications – Seminars/Laboratory/Project	Hours	Teaching methods	Notes
-			
Bibliography -			

Se vor preciza, după caz: tematica seminariilor, lucrările de laborator, tematica și etapele proiectului.

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

Mastering the elements of effective academic and technical writing will help the students in the field of computer science to integrate better in the labour market and improve personal development. The introduction in the language for specific purposes and academic discourse will facilitate reading and writing more documents in the field of study, making informed decisions on various types of information, and keeping up-to-date with state of the art knowledge in students' professional field. Most engineers or scientists work in organizational settings where team work is essential and good team work is impossible without good communication.

10. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course	Completion of end-term evaluation, individual study, attendance to course	On-going class-work evaluation, and one end-term test (integrated skills)	Class-work evaluation - 20% End-term test – 80%
Seminar			
Laboratory			
Project			
Minimum standard of performance: at least 50% of all components of tasks solved correctly.			

Date of filling in:	**Titulari**	**Titlu Prenume NUME**	**Semnătura**
	Course	Assoc.prof.dr. Sanda Paduretu	
	Applications		

Date of approval in the department	Head of department Prof.dr.ing. Rodica Potolea
Date of approval in the Faculty Council	Dean Prof.dr.ing. Liviu Miclea