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| **STUDY PROGRAMME:** | **Professional Undergraduate Study Programme *Agriculture***  Specific field of study: Course foundations | |
| **Course:** | **COMMUNICATION SKILLS** | |
| **Course code: 64007**  **Course status**: compulsory | **Semester: I** | **ECTS credits: 2** |
| **Course holder:** | **Tomislav Ivanjko,** Ph. D., Associate professor | |
| **Modes of delivery:** | **Number of hours** | |
| **Lectures** | 15 | |
| **Seminars** | 15 | |

**Course objectives:** to acquaint students with the theoretical framework and practical settings of communication skills, basic terms and assumptions of successful communication, types and forms of communication and the specifics of applying communication skills in an academic environment, with the basic concept, process and methods of writing seminar papers, citing and searching for sources, and basic strategies of academic writing and presenting professional topics

**Course content**

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|  |  | **Modes of delivery:** | | | **Places of delivery** |
|  | Teaching unit | **L** | **E** | **S** |  |
| 1. | Introduction to Communication skills - schedule of materials, student obligations, evaluation criteria, literature. | 2 |  |  | Lecture hall |
| 2. | Introduction to e-learning using the Merlin system. Arrangement of students in groups. |  | 2 |  | Lecture hall |
| 3. | What are communication skills, which scientific fields deal with them, how are they determined or defined, when and how are they acquired, the general concept of literacy according to information and media literacy. | 2 |  |  | Lecture hall |
| 4. | Introduction to digital competences. The use of information and communication technologies in an academic environment. |  | 2 |  | Lecture hall |
| 5. | Forms and components of human communication. Types and forms of communication and related communication channels | 2 |  |  | Lecture hall |
| 6. | Key elements of digital competences. Sources of information on the Internet. New genres of information sources in the network environment. |  | 2 |  | Lecture hall |
| 7. | Communication skills important for success in studies - listening, reading, taking notes. The importance of listening in personal and business life - attentive listening and following lectures, distinguishing professional and scientific terminology from general academic language. Introduction to reading professional and scientific materials, how to recognize a scientific and professional article, scientific communication. | 3 |  |  | Lecture hall |
| 8. | Exercises in the computer room. Finding information on the Internet. Basic search techniques using Internet search engines (Google). Specialized services for searching scientific and professional information (Google Scholar). Students solve advanced Internet search tasks in groups. |  | 3 |  | Lecture hall for informatics |
| 9. | Exercises in the computer room. Searching and evaluating information. Creating an information query and research steps. Formulation of research topics and search strategy. Searching for professional and scientific sources in the field of agriculture. Students in groups solve tasks related to the use and evaluation of scientific information. |  | 3 |  | Lecture hall for informatics |
| 10. | Academic communication. Transmission of messages and barriers in communication. Factors of communication and feedback. Communication channel and ways of transmitting messages | 3 |  |  | Lecture hall |
| 11. | Learning and memory. Lifelong learning. Learning as communication skills. Forms of learning – formal and informal. Approach to learning in the way of information science - how to distinguish what is important (what carries information) from what is not important (what is repeated, what is superfluous). What to remember and why. | 3 |  |  | Lecture hall |
| 12. | Exercises in the computer room. Citation and academic writing. Ethical use of scientific information. Citation rules in different fields of science. Technical formatting of written works. Presentation and oral presentation skills. Genre of academic writing. |  | 3 |  | Lecture hall for informatics |
|  |  | **15** | **15** |  |  |

L=Lectures, E=Excersises, S=Seminars

**Learning outcomes (LO)**

After passing the exam, the student will be able to:

1. Determine the concepts, processes and methods of communication in an academic environment

2. Know the specifics of oral and written academic communication

3. Justify the basic concepts, processes and methods of writing seminar papers

4. Apply basic methods of searching and evaluating scientific and professional information

5. Plan the ethical principles of using scientific and professional information and apply the rules of citation in scientific and professional works

Križevci, July 2024

Course holder:

Tomislav Ivanjko, Ph. D., Associate professor