

IT Terminology - IT Life (Informatikai szaknyelv KSZ0005) Course Description

2023-2024. I. semester, Lecturer: Dr. György Szabó, associate professor + invited IT experts

The aim of the course is to develop the students' soft skills in order to make their work more efficient in their later IT career and to achieve their goals more efficiently. The course introduces the students to the opportunities/challenges/everyday life that awaits them as an IT worker during/after their studies. The course also contributes to the development of skills such as effective communication, time management, stress management, and conflict management.

Students must submit 4 homework during the semester in sufficient quality as a condition of completing the course. In case of outstanding quality submitted assignments, the student may obtain an excellent (5) grade offered. Max 100 points; passed: 51-60, satisfactory: 61-70, good: 71-80, excellent: 81-100.

Week	Topic
1. 09.13	Information about the subject, requirements: Introduction, a few words about the instructor, introduction of the lessons of the course, description of their titles, short summary of their content. Basic communication skills, the role of communication in software development.
2. 09.27	How to prepare for a presentation? The beginnings – the outer grips, the inner holds; Who is it for? What is the goal? what's the message?; Let's open with something unique; let's introduce ourselves!
3. 10.11	Basic software developer information. Key concepts of software development. Description of the most important tools used by developers -task management systems, development environments, version control, continuous integration, continuous delivery.
4. 10.25	Time Management. What is Time Management? – concept, definition of effectiveness. Pareto method – 80/20 % distribution rule, this can be applied in many areas; practical examples. Saying No - When and how do we say no?
5. 11.08	As an intern at a workplace. When to do an internship – why it's not good to start too early. Where to find information about companies – list and presentation of possible sources of information, advantages, disadvantages.
6. 11.22	How to choose a place of work. Presentation of the classification of types of workplaces according to the following properties: Geographical location; Company size; Company culture; Form of enterprise; Salary; Type of activity etc.
7. 12.06	Objective! What is the goal? – the concept of goal, 3 groups of goals – personal, business or career, self-development goals. Action plan – preparation of the plan, subtasks, milestones, deadlines; preparation of a cleverly structured action plan: specific, measurable, action-oriented, realistic, plannable

Class room: B I. 182

Textbooks:

- John Kay: Obliquity-Profile Books Ltd, (Oldalazás, HVG, 2012)
- Fadem, Terry, J: The Art of Asking, (A kérdés művészete, HVG, 2009)
- Robert C. Martin - The Clean Coder- A Code of Conduct for Professional Programmers, (Túlélőkönyv programozóknak - Hogyan váljunk igazi szakemberré? – Kiskapu Kiadó (2011)

September 6, 2023

Dr. György Szabó