

## Course descriptions

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## STATE EXAM DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-900/15	<b>Course title:</b> Bachelor's Degree Thesis Defence
<b>Number of credits:</b> 12	
<b>Educational level:</b> I.	
<p><b>Course requirements:</b></p> <p>The student must submit the bachelor's thesis within the deadline specified in the schedule of the current academic year for the relevant date of the state exam. The bachelor thesis is submitted in electronic form via AIS. The work must meet the parameters determined by the internal quality system of Comenius University. The provisions of Article 14 of Internal Regulation no. 5/2020 (Study Regulations of the Faculty of Arts of Comenius University) apply to the evaluation of the bachelor's thesis.</p> <p>The supervisor of the final thesis and its opponent will prepare evaluations of the bachelor's thesis and propose a grade in the A-FX grading scale, which the student receives a minimum of three working days before the defence.</p> <p>Grading scale: 0-59% -FX, 60-67% -E, 68-75% -D, 76-83% -C, 84-91% -B, 92-100% -A</p> <p>Bachelor thesis evaluation criteria:</p> <ol style="list-style-type: none"> <li>1. The contribution of the bachelor's thesis, the fulfilment of the goals of the thesis in its assignment, and the requirements for the content of the bachelor's thesis given by the internal quality system of Comenius University. The following is assessed: demonstration of knowledge and skills, ability to work creatively in the study program, ability applied in the collection, interpretation, and processing of basic scientific literature; in the case of an empirically oriented bachelor's thesis also mastering the application of theoretical principles in practice and verifiability of hypotheses.</li> <li>2. Originality of the work (bachelor thesis must not be plagiarized, must not infringe the copyrights of other authors); the documentation for the defence of the bachelor's thesis also includes protocols of originality from the CRZP and Theses systems, to the results of which the thesis supervisor and the opponent express their opinions in their evaluations.</li> <li>3. Correctness and accuracy of citation of used information sources, research results of other authors and group authors, correctness of the description of methods and working procedures of other authors or group authors.</li> <li>4. Compliance of the structure of the bachelor's thesis with the prescribed composition defined by the internal quality system of Comenius University.</li> <li>5. Respecting the recommended length of the bachelor's thesis (the recommended length of the bachelor's thesis is usually 30 – 40 standard pages = 54,000 to 72,000 characters, including spaces), the adequacy of the length of the thesis is assessed by the thesis supervisor.</li> <li>6. Linguistic and stylistic level of work and formal adjustments.</li> </ol> <p>The student orally presents the content, achieved goals, and conclusions of the bachelor's thesis, and answers the questions and comments of the thesis supervisor, opponent, or members of the examination committee. The committee will comprehensively evaluate the quality of the bachelor's thesis, assess the method and form of defence, and the student's ability to adequately respond to comments and questions from the evaluations of the thesis supervisor and the opponent. The student receives their final grade based on the average of the assessment of the thesis supervisor and opponent from their evaluations, and the assessment of the examination committee.</p>	

Scale of assessment (preliminary/final): 100/0
<b>Learning outcomes:</b> The student has mastered the basic requirements of writing a scientific text in compliance with the rules of academic ethics, is able to work creatively in the field of study in which he completed the study program, and has adequate knowledge and understanding of the relevant issues. The student can apply his skills in the collection, interpretation, and processing of basic scientific literature, or even in its application in practice, or has the ability to solve a partial task related to the focus of the bachelor's thesis. After a successful defence of the bachelor's thesis, the student is able to logically deal with the theoretical background of the bachelor's thesis and respond to questions relating to the relevant issues.
<b>Class syllabus:</b> 1. The student presents the bachelor's thesis in front of the committee for state exams, the opponent of the bachelor's thesis, and those present. 2. The student responds to comments and questions in the evaluations. 3. The student responds to the questions of the committee for state exams or the questions in a broader debate.
<b>State exam syllabus:</b>
<b>Recommended literature:</b> • LICHNEROVÁ, L. Písanie a obhajoba záverečných prác [online]. Bratislava: Univerzita Komenského, 2016 [cit. 2016-10-09]. Available at: <a href="http://stella.uniba.sk/texty/LL_pisanie_obhajoba_zaverecne_prace.pdf">http://stella.uniba.sk/texty/LL_pisanie_obhajoba_zaverecne_prace.pdf</a> • Vnútny predpis č. 5/2020 [online]. Univerzita Komenského v Bratislave, 2015 [cit. 2021-09-09]. Available at: <a href="https://uniba.sk/fileadmin/ruk/as/2020/20200527/04a_Studijny_poriadok_FiF_UK.pdf">https://uniba.sk/fileadmin/ruk/as/2020/20200527/04a_Studijny_poriadok_FiF_UK.pdf</a> • Záverečné práce [online]. Univerzita Komenského v Bratislave, Filozofická fakulta, 2020 [cit. 2021-08-09]. Available at: <a href="https://fphil.uniba.sk/studium/student/bakalarske-a-magisterske-studium/zaverecne-prace/">https://fphil.uniba.sk/studium/student/bakalarske-a-magisterske-studium/zaverecne-prace/</a>
<b>Languages necessary to complete the course:</b> Slovak
<b>Last change:</b> 14.03.2022
<b>Approved by:</b>

## COURSE DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-006/15	<b>Course title:</b> Database Systems
<b>Educational activities:</b> <b>Type of activities:</b> lecture / seminar <b>Number of hours:</b> <b>per week:</b> 1 / 2 <b>per level/semester:</b> 14 / 28 <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 5	
<b>Recommended semester:</b> 2.	
<b>Educational level:</b> I.	
<b>Prerequisites:</b>	
<b>Course requirements:</b> Attendance and participation– A maximum of two absences with documentation are accepted. Assignments during the semester (max. 100 points): - 65 points - project in the database system Access (submission – last week of the semester; The exact date will be set at the beginning of the semester) - 35 points – test (week before end of the semester; The exact date will be set at the beginning of the semester.) - small assignments not evaluated by points All parts of the evaluation are mandatory. Violation of academic ethics will be punished, and the student will lose all the received points in the relevant assessment. Grading scale: <ul style="list-style-type: none"> <li>• A 100% - 92%</li> <li>• B 91% - 84%</li> <li>• C 83% - 76%</li> <li>• D 75% - 68%</li> <li>• E 67% - 60%</li> <li>• FX 59% - 0%</li> </ul> Scale of assessment (preliminary/final): 100/0	
<b>Learning outcomes:</b> After completing the course, the student has theoretical and practical knowledge in the field of databases systems. She/he knows the basic terminology and typology of database systems. She/he understands the principles of their operation and the design of an effective relational database structure. She/he has practical skills in database and user interface design and application implementation in the Access database system.	
<b>Class syllabus:</b> 1. History and motivation of development and use of database systems 2. Principles and properties of database systems. 3. Basic data structures, data models. 4. Relational database systems.	

5. The process of database design and implementation in the database system Access.
6. Query design in the Access.
7. Design and creation of forms in the Access.
8. Design and creation of reports in the Access.
9. Creation of macros.
10. MS Word correspondence using data from the database.
11. Design and creation of user interface in Access.

**Recommended literature:**

- Presentations from lectures and tutorials on the functionalities of the database system Access are available in Moodle
- PíSEK, S. Access 2013 - podrobný průvodce. Praha : Grada Publishing , 2013. 147s. ISBN: 80-2470-788-8.;
- Microsoft Corporation. Pomocník a výuka pre Access [online]. Available at: <https://support.microsoft.com/sk-sk/access>
- RIORDAN, Rebecca M. Vytváříme relační databázové aplikace. Praha : Computer Press, 2000. 280 s. ISBN 80-7226-360-9.

**Languages necessary to complete the course:**

Slovak

**Notes:**

**Past grade distribution**

Total number of evaluated students: 104

A	B	C	D	E	FX
30,77	19,23	23,08	7,69	8,65	10,58

**Lecturers:** Ing. Miriam Ondrišová, PhD.

**Last change:** 01.04.2022

**Approved by:**

## COURSE DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-024/15	<b>Course title:</b> Excursion to the Slovak National Library
<b>Educational activities:</b> <b>Type of activities:</b> excursion <b>Number of hours:</b> <b>per week: 8 per level/semester: 112</b> <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 3	
<b>Recommended semester:</b> 2.	
<b>Educational level:</b> I.	
<b>Prerequisites:</b>	
<b>Course requirements:</b> Students will be evaluated based on participation in all lectures as part of the excursion in SNK and test. Personal participation is mandatory for the entire duration of the excursion. Scale of assessment (preliminary/final): 100/0	
<b>Learning outcomes:</b> After successful completion of excursion in the Slovak National Library in Martin and the Conservation and Digitization Centre of the Slovak National Library in Vrútky, students have knowledge in the areas of foundation, history and mission of the Slovak National Library, are familiar with the processes and problems of SNK services, historical collections and their protection, digitization of documents, services of the Slovak National Bibliography, etc.	
<b>Class syllabus:</b> <ol style="list-style-type: none"> <li>1. Establishment, history and mission of the Slovak National Library (SNK)</li> <li>2. SNK services, including electronic services, access to information sources</li> <li>3. Historical book collections. Protection. Restoration and preservation</li> <li>4. Digitisation of documents. Digitisation of cultural heritage</li> <li>5. Slovak National Bibliography</li> <li>6. Presentation of SNK projects</li> <li>7. Tour of the Slovak National Literary Museum</li> <li>8. Literary archive</li> </ol>	
<b>Recommended literature:</b> Information from lectures, presentations, materials and website that will be presented as part of an excursion in the Slovak National Library.	
<b>Languages necessary to complete the course:</b> Slovak	
<b>Notes:</b>	

<b>Past grade distribution</b>					
Total number of evaluated students: 101					
A	B	C	D	E	FX
38,61	8,91	14,85	13,86	3,96	19,8
<b>Lecturers:</b> Mgr. Miroslava Pastierová, PhD.					
<b>Last change:</b> 25.06.2022					
<b>Approved by:</b>					

## COURSE DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-013/15	<b>Course title:</b> Information Services
<b>Educational activities:</b> <b>Type of activities:</b> lecture / seminar <b>Number of hours:</b> <b>per week:</b> 2 / 1 <b>per level/semester:</b> 28 / 14 <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 5	
<b>Recommended semester:</b> 2.	
<b>Educational level:</b> I.	
<b>Prerequisites:</b>	
<b>Course requirements:</b> a) during the semester - continuous assignments: 1. paper on the selected library information service (25 points), 2. user journey mapping - design of the selected library information service (35 points) (b) in the examination period: written test (40 points). The condition for admission to the exam is the achievement of min. 50% of each ongoing assignment. Violation of academic ethics results in the cancellation of the obtained points in the relevant evaluation item. English is required to work with recommended literature. Grading scale: 0-59% -FX, 60-67% -E, 68-75% -D, 76-83% -C, 84-91% -B, 92-100% -A The exact dates and topics of the mid-term evaluation will be announced at the beginning of the semester. Exam dates will be published via AIS no later than the last week of the training section. Scale of assessment (preliminary/final): 60/40	
<b>Learning outcomes:</b> Upon successful completion of the course, the student has knowledge of how to research and understand traditional and electronic information services, how to meet the information needs and requirements of various categories and profiles of information users. He/she has knowledge of what types of information services exist, in terms of user, institutional and system. He/she has knowledge of the forms of service provision in the contexts of provider and recipient, can examine the needs of users by appropriate methods, identify negative aspects of service provision and also take advantage of new trends in information services not only in the library, institutional but also commercial environment.	
<b>Class syllabus:</b> 1. Development, genesis, terminology, type of information services; user, procedural and institutional aspects of information services 2. Information service users 3. Loan services: on-site, off-site, circulation, electronic loan services 4. Interlibrary and international interlibrary loan services 5. Reference, search, digital reference, consulting services 6. Reprographic, micrographic, translation, publishing, bibliographic services	



7. Library information services for disadvantaged user groups
8. The value of information services
9. Service design
10. Methodology of evaluation of information services - methods, procedure, analysis, interpretation of data
11. Competitive intelligence and information professionals
12. Humanization and ethics in information services

**Recommended literature:**

MAKULOVÁ, Soňa, BUZOVÁ, Katarína. Manažment informačných zdrojov a knižničnoinformačných služieb [online]. Bratislava: ELET, 2011. 174 s. ISBN 978-80-8812-23-4. Dostupné na: [http://www.elet.sk/externe/MIZKIS\\_ucebnica.pdf](http://www.elet.sk/externe/MIZKIS_ucebnica.pdf)

MATTHAEIDESOVÁ, Marta. Teoretické základy knižnično-informačných služieb. In Knižničná a informačná veda: zborník FFUK. Roč.17. Bratislava: STIMUL, 1999, s.109-122.

ČERNÁ, Milena, STOKLASOVÁ, Anna. Služby knihoven a informačních středisk. Praha : Univerzita Karlova – Karolinum, 1992. 99 s. ISBN 80-7066-703-6.

Smernica IFLA pre služby verejných knižníc [online]. Bratislava: Spolok slovenských knihovníkov, 2010 [cit. 2013-11-12]. Dostupné na internete: <http://www.ifla.org/files/assets/hq/publications/series/147-sk.pdf>

Smernica IFLA pre služby detských knižníc [online]. Bratislava: Spolok slovenských knihovníkov, 2010 [cit. 2013-11-12]. Dostupné na internete: [http://www.infolib.sk/files/Novy\\_portal\\_infolib\\_subory/dokumenty\\_ifla/smernica-ifla-sluzby-detskych-kniznic\\_sk.pdf](http://www.infolib.sk/files/Novy_portal_infolib_subory/dokumenty_ifla/smernica-ifla-sluzby-detskych-kniznic_sk.pdf)

**Languages necessary to complete the course:**

slovak and english

**Notes:**

**Past grade distribution**

Total number of evaluated students: 106

A	B	C	D	E	FX
12,26	16,04	17,92	14,15	30,19	9,43

**Lecturers:** doc. PhDr. Pavel Rankov, PhD.

**Last change:** 19.01.2023

**Approved by:**

## COURSE DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-002/15	<b>Course title:</b> Information and Communication Technologies
<b>Educational activities:</b> <b>Type of activities:</b> lecture / seminar <b>Number of hours:</b> <b>per week:</b> 1 / 1 <b>per level/semester:</b> 14 / 14 <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 5	
<b>Recommended semester:</b> 1.	
<b>Educational level:</b> I.	
<b>Prerequisites:</b>	
<b>Course requirements:</b> Attendance and participation– A maximum of two absences with documentation are accepted. Assessment - max. 100 points (50% preliminary / 50% final) Assignments: a) during the semester <ul style="list-style-type: none"> <li>• Presentation of a selected topic – 25 points. (Topics will be announced at the beginning of the semester. The date of the presentation will be set in the 3rd week of the semester and is fixed. In case of serious reasons, it is necessary to justify the absence by e-mail and submit the presentation into Moodle, otherwise no points will be awarded for the presentation.)</li> <li>• project – website and tutorial for selected software 25 points. (submission – last week of the semester)</li> </ul> b) in the examination period <ul style="list-style-type: none"> <li>• test – 50 points</li> <li>• At least 50% of the test points are required for the course to be passed.</li> <li>• The dates for the final test will be announced through AIS no later than in the last week of the semester.</li> </ul> All parts of the evaluation are mandatory. Violation of academic ethics will be punished, and the student will lose all the received points in the relevant assessment. Grading scale: <ul style="list-style-type: none"> <li>• A 100% - 92%</li> <li>• B 91% - 84%</li> <li>• C 83% - 76%</li> <li>• D 75% - 68%</li> <li>• E 67% - 60%</li> <li>• FX 59% - 0%</li> </ul> Scale of assessment (preliminary/final): 50/50	
<b>Learning outcomes:</b> After completing the course, the student has an overview of the basic concepts and terms used in the field of information and communication technologies. She/he knows the principles and concepts	

covering the basic processes performed by computers. She/he understands how information and communication technologies work and why. She/he is aware of the negative aspects associated with the use of information and communication technologies.

**Class syllabus:**

1. Information and communication technologies and their historical and socio-economic aspects.
2. Computer, digital and information literacy, negative aspects of ICT, social informatics.
3. Characters and numbers encoding.
4. Computer hardware - basic computer parts, CPU, types of memory.
5. Computer hardware - buses, input-output devices.
6. Computer software - operating systems, software development.
7. Computer software - trends, types of licenses.
8. Adapting computers to the disabled.
9. Computer networks, types, architecture, network models, TCP / IP protocols, network interconnection,
10. Internet, cloud services.
11. Information security - goals, threats, measures.

**Recommended literature:**

Presentations available in Moodle.

MESSMER, P. Velká kniha HARDWARE - architektura, funkce, programování, Computer Press, Brno 2005, ISBN:80-251-0416-8.

ROUBAL, P. Hardware pro úplné začátečníky, Computer Press, Brno 2002, ISBN 80-7226-730-2.

Archív článků a přednášek Jiřího Peterky. [http://www.earchiv.cz/i\\_temata.php3](http://www.earchiv.cz/i_temata.php3)

HORÁK, J. Hardware, Computer Press, 2007, ISBN 80-251-1741-3.

**Languages necessary to complete the course:**

Slovak; knowledge of English (B1 level) is required to work with the recommended literature.

**Notes:**

**Past grade distribution**

Total number of evaluated students: 157

A	B	C	D	E	FX
17,83	21,02	20,38	14,65	11,46	14,65

**Lecturers:** Ing. Miriam Ondrišová, PhD.

**Last change:** 23.06.2022

**Approved by:**

## COURSE DESCRIPTION

<b>Academic year:</b> 2022/2023	
<b>University:</b> Comenius University Bratislava	
<b>Faculty:</b> Faculty of Arts	
<b>Course ID:</b> FiF.KKIV/A-boIS-040/15	<b>Course title:</b> Reading Promotion Strategies
<b>Educational activities:</b> <b>Type of activities:</b> seminar <b>Number of hours:</b> <b>per week: 2 per level/semester: 28</b> <b>Form of the course:</b> on-site learning	
<b>Number of credits:</b> 3	
<b>Recommended semester:</b> 5.	
<b>Educational level:</b> I.	
<b>Prerequisites:</b>	
<b>Course requirements:</b> a) during the semester 2 written tests (40 points); b) 2 practical assignments (20 points): 1) project/proposal for a strategy, program or attractive event that promotes reading and a reading culture; 2) scenario (script/libretto) of the event with activities supporting reading and reading culture. All parts of the evaluation are mandatory. Violation of academic ethics will be punished, and the student will lose all the received points in the relevant assessment. Grading scale: 0-59%-FX, 60-67%-E, 68-75%-D, 76-83%-C, 84-91%-B, 92-100%-A The teacher will accept a maximum of two absences with documentation. The exact date for continuous evaluation and the topic of the paper will be announced at the beginning of the semester. The dates for the final test will be announced through AIS no later than in the last week of the instruction period. Scale of assessment (preliminary/final): 100/0	
<b>Learning outcomes:</b> After successfully completing the course, the student has an overview of the basic areas of strategies to promote reading literacy. The student knows the importance of supporting and promoting reading culture and literacy. The student is able to present and professionally argue the need for reading culture and literacy and knows the strategies, forms, and methods of supporting reading culture and literacy. The student can differentiate and characterize them. The student is able to critically evaluate the positives, benefits, as well as weaknesses of the strategies, forms, and methods. The student is able to apply strategies, methods, and techniques in practical activities. The student is able to create a project strategy, program, or event. The student is able to create advertising material that is adequate in form and content. The student is able to evaluate the importance of extracurricular strategies, forms, and methods of supporting reading culture and literacy. The student understands, recognizes and presents the strategy of cooperation and complementarity of strategies, forms, and methods.	
<b>Class syllabus:</b>	

1. Promotion, advocacy, and presentation of reading culture and literacy: goals, reasons and argumentation. Differentiation of strategies to support reading culture and literacy. Promoting reading literacy and culture in the media era.
2. Factors influencing the development of book culture and reading literacy. Access to materials, book ownership, organizations, and institutions supplying or brokering books. SES factor.
3. National reading policy. Government support and organization of the education system. Promoting the literacy and importance of printed culture in today's society by government institutions. Institutional background supporting literacy and book culture: institutes, universities and fields of study, national institutions, congresses, and professional events.
4. Initiatives, programs, projects, events: principles of design, planning, organization and implementation. Cooperation. Outdoor strategy. Campaigns. Long—term and ongoing programs. Marathons in reading. Book festivals. Book fairs. Campaigns. Long—term and ongoing programs. Marathons in reading. Book festivals. Book fairs.
5. Promoting reading in families and family literacy. Literacy support in schools. Pupils' reading activities/events beyond school walls. Libraries.
6. Reading researches in support of reading and reading culture.
7. Events, Literary holidays and their functions (International Literacy Day, International Book Day, Book Month, Library Lovers Day, etc.)
8. Transfer of reading patterns: coaching, reader leaders, volunteering, clubs, etc.
9. Mass media and support of reading literacy.
10. Cooperation and complementarity of strategies, forms, and methods.
11. Design and implementation of support for reading culture and literacy (project). Materials to promote and support children's and adult literature.

#### **Recommended literature:**

1. EVANS, G. Developing Cultures of Literacy: an International Research Project [online]. Hague: IFLA, 2005 [cit. 2013-11-12]. Available at: <http://archive.ifla.org/VII/s33/project/DevelopingCulturesLiteracyRep.pdf>
2. FARMER, L. and I. STRICEVIC. Using research to promote literacy and reading in libraries: Guidelines for librarians [online]. Hague: IFLA, 2011 [cit. 2020-11-12]. ISBN 978-90-77897-48-5. ISSN 0168-1931. Available at: <http://www.ifla.org/files/assets/hq/publications/professional-report/125.pdf>
3. Guidelines for Library-Based Literacy Programs [online]. Hague: IFLA, 16 October 2013 [cit. 2020-11-12]. Available at: <http://www.ifla.org/files/assets/literacy-and-reading/publications/guidelines-for-library-based-literacy-programs.pdf>
4. KROLAK, L. The role of libraries in the creation of literate environments [online]. Hamburg: UNESCO, Institute for Education March 2005 [cit. 2020-11-12]. Available at: <http://www.ifla.org/files/assets/literacy-and-reading/publications/role-of-libraries-in-creation-of-literate-environments.pdf>
5. Promoting Family Literacy: Raising Ready Readers [online]. New York: The National Center for Learning Disabilities, 2014 [cit. 2020-11-12]. Dostupné aj na: <http://www.getreadytoread.org/early-learning-childhood-basics/early-literacy/promoting-family-literacy-raising-ready-readers>
6. Planning a successful advocacy campaign [online]. Hague: IFLA, 21 October 2012 [cit. 2020-07-10]. Available at: <http://www.ifla.org/node/5717>

#### **Languages necessary to complete the course:**

Slovak, for recommended literature English at level B2

#### **Notes:**

<b>Past grade distribution</b>					
Total number of evaluated students: 27					
A	B	C	D	E	FX
66,67	22,22	3,7	0,0	0,0	7,41
<b>Lecturers:</b> PhDr. Ľudmila Hrdináková, PhD.					
<b>Last change:</b> 01.04.2022					
<b>Approved by:</b>					