

POLITEHNICA University of Bucharest (**UPB**)  
 Faculty of Industrial Engineering and Robotics (**IIR**)  
 Study Programme: Industrial Engineering (**IE**)  
 Form of study: Licence (Bachelor)

## COURSE SPECIFICATION

<b>Course title:</b>	<b>COMMUNICATION</b>	<b>Semester:</b>	1
<b>Course code:</b>	UPB.06.C.01.O.005	<b>Credits (ECTS):</b>	4

<b>Course structure</b>	Lecture	Seminar	Laboratory	Project	Total hours
<i>Number of hours per week</i>	2		2		4
<i>Number of hours per semester</i>	28		28		56

<b>Lecturer</b>	Lecture	Seminar / Laboratory / Project
<i>Name, academic degree</i>	Gabriela Beatrice COTET, PhD, Lecturer	Sergiu ȚĂRA PhD, Lecturer
<i>Contact (email, location)</i>	<a href="mailto:beatricenica@gmail.com">beatricenica@gmail.com</a> CB 207	sergiu.tara@gmail.com

<b>Course description:</b>
<p>The course intends to promote an appropriate communication style, communication and cooperation skills, the capacity to use different ways to drive decision making and optimize decision-making strategies. Formation and development of trans-disciplinary communication skills and interaction with learning activities and tasks aimed at the conscious and appropriate interaction modalities and techniques in various communication situations.</p> <p>The goals of course:</p> <p>Skills training course aims to interact linguistically in an appropriate manner in a variety of social and professional contexts</p> <p>Acquiring of some appropriate communicative styles, communication and cooperation, the ability to use different ways to lead decision-making and decision-making, optimization strategies.</p>
<b>Seminar / Laboratory / Project description:</b>
<p>The goals of laboratory:</p> <p>Fastening and deepening the practical knowledge for active communication and active listening</p> <p>Developing the capacity to synthesize and participate in a debate with relevant arguments in a language fluently, coherently convincing adequately supported</p> <p>Fastening and deepening the practical knowledge for effective communication, overcoming communication barriers</p>
<b>Intended learning outcomes:</b>

Course specific competencies: Knowledge and understanding of the main highlights in the development of communication management Explaining and interpreting communicatory behavior by analyzing specific processes involved in its implementation		
<b>Assessment method:</b>	% of the final grade	Minimal requirements for award of credits
Final exam	40%	
Report / project	20%	
Homework	20%	
Laboratory	20%	
Other		

<b>References:</b>	
<p>[1]Allan Pease and Paul Dunn, (2003, ©1988), <i>Write Language: The New Secrets of Writing Letters that Really Work</i>, Australia: Peace International, ISBN 9781920816001</p> <p>[2] Allan Pease and Barbara Pease,(2004), <i>The Definitive Book of Body Language</i>, Australia: Pease International, ©2004. ISBN 9781920816070</p>	
<b>Prerequisites:</b>	<b>Co-requisites</b> (courses to be taken in parallel as a condition for enrolment):
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<b>Additional relevant information:</b>	
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Date: 08.07.2016

PhD. Lecturer Gabriela Beatrice COTET