

SYLLABUS
for the discipline:

“COMMUNICATIONS SKILLS”

FACULTY OF AUTOMATION AND COMPUTERS

DOMAIN/SPECIALIZATION: MASTER AUTOMOTIVE EMBEDDED SOFTWARE

Year of studies: I

Semester: 2

Course instructor: Prof. Gabriela PROȘTEAN Ph.D.					
Applications instructor:					
Number of hours/week/Evaluation/Credits					
Course	Seminar	Laboratory	Project	Evaluation	Credits
0	2	0	0	Ex	7

A. COURSE OBJECTIVES

Communications skills provide one of the most important adeptness in life. The discipline curricula includes skills for developing a center of security, guidance, wisdom and power in behavior, skills in thinking “win to win” solutions, principles of personal management, skills in listening/understanding and then to be understood, principles of empathic communication, principles of creative cooperation (synergies). "The course contributes to the skills 1 (40 %), 2 (10 %), 3 (10%), and 4 (40%) from the skills table."

B. COURSE SUBJECTS

C. APPLICATIONS SUBJECTS (laboratory, seminar, project)

<i>Communication (Types of communication, communication barriers and overcoming communication barriers).</i>	2 hr.
<i>Communications skills – Definition of the proactive attitude;</i>	4 hr.
- <i>Establishing the life pattern, establishing the priorities,</i>	4 hr.
- <i>The attitude, Influents, Trust, Win-Win pattern,</i>	4 hr.
- <i>The five dimensions of the Win-Win pattern, Emphatic Communication.</i>	4 hr.
- <i>Cultivating the listening skills, the understanding.</i>	4 hr.
- <i>Patterns for opening communication</i>	4 hr.
- <i>Negotiation techniques.</i>	2 hr.

D. REFERENCES

1. Covey, St. R., The 7 habits of highly effective people, Published by Simon &Schuster, New York 1990
2. Leigh, A., Maynard, M., Perfect communications, Publisher: Random House Business Books, 1999
3. Proștean,G., Management; Editura Orizonturi Universitare Timisoara, 2008

E. EVALUATION PROCEDURE

- Spoken evaluation based on the applications notes, respectively the homework evaluation.
- The final grade = INT ((application grade+ homework grade)/2 +0,5).

F. INTERNATIONAL COMPATIBILITY

University of Cambridge, Leeds Metropolitan University, Oxford University

Date: 25.09.2008

HEAD OF DEPARTMENT
Prof. Dr. ing. Ioan Silea

COURSE INSTRUCTOR,
Prof. eng. Gabriela PROSTEAN Ph.D.