

COURSE GUIDE – short form

Academic year 2014 - 2015

Course name ¹	Professional Communication					Course code	MCPA.DI. DA.204		
Course type ²	DA	Category ³	DI	Year of study	II	Semester	3	Number of credit points	5

Faculty	Mechanical Engineering	Number of teaching and learning hours ⁴						
Field	Automotive Engineering	Total	L	T	LB	P	IS	
Specialization	Concept and Management of Automotive Design	118	28	-	28	-	62	

Pre-requisites from the curriculum ⁵	Compulsory	-
	Recommended	-

General objective ⁶	Acquiring knowledge and skills necessary for effective communication in professional environment
Specific objectives ⁷	<ul style="list-style-type: none"> - students will learn and will practice principles and techniques essential to the verbal and non-verbal communication; - students will learn about presentation design and will develop good communication skills for an effective oral presentation; - students will learn to produce and refine an array of technical and professional documents (project proposals, reports, correspondence); - the course gives students the opportunity to work in collaborative groups to accomplish different written tasks, simulating the real world environment; - students will gain appropriate communication skills for seeking employment.
Course description ⁸	Communication strategies and techniques; communication styles; principles of professional communication; verbal communication; conflict resolution; non-verbal communication; written communication; techniques for writing technical reports; preparation of a computer-assisted presentation; group communication; presentation management; guidelines about how to conduct a meeting.

Assessment			Schedule ⁹	Percentage of the final grade (minimum grade) ¹⁰
Continuous assessment	Class tests along the semester		Week 6 Week 10	20 %
	Activity during laboratory works		Weeks 1-14	20 %
	Assignments		Week 14	20 %
Final assessment	Final assessment form ¹¹	E	Exam period	40 %
	Examination procedures and conditions: - short research report; percentage of the final grade – 20 % - final presentation - percentage of the final grade – 20 %			

Course organizer	Assoc. Prof. Panaite Carmen Ema	
Teaching assistants	Assoc. Prof. Panaite Carmen Ema	

¹Course name from the curriculum

² DF – fundamental, DID – in the field, DS – specialty, DC – complementary (from the curriculum)

³ DI – imposed, DO –optional, DL – facultative (from the curriculum)

⁴ Points 3.8, 3.5, 3.6a,b,c, 3.7 from the Course guide – extended form (L-lecture, T-tutorial, LB-laboratory works, P-project, IS-individual study)

⁵ According to 4.1 – Pre-requisites - from the Course guide – extended form

⁶ According to 7.1 from the Course guide – extended form

⁷ According to 7.2 from the Course guide – extended form

⁸ Short description of the course, according to point 8 from the Course guide – extended form

⁹ For continuous assessment: weeks 1 – 14, for final assessment – colloquium: week 14, for final assessment-exam: exam period

¹⁰ A minimum grade might be imposed for some assessment stages

¹¹ Exam or colloquium