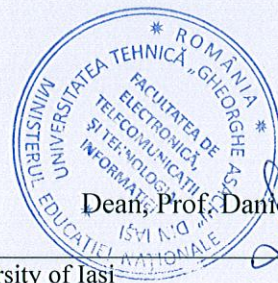


COURSE GUIDE



Dean, Prof. Daniela Tarniceriu

1. Program info

1.1 Higher education institution	"Gheorghe Asachi" Technical University of Iasi
1.2 Faculty / Department	Electronics, Telecommunications and Information Technology
1.3 Department	Fundamentals of Electronics
1.4 Field	Electronics and Telecommunications Engineering
1.5 Study level	Bachelor
1.6 Study program / Qualification	Telecommunication Technologies and Systems

2. Course info

2.1 Course name: Communication Skills						<i>EDIC 408</i>	
2.2 Course organizer (lecturer)		Lecturer PhD Daniel Matasaru					
2.3 Teaching assistants							
2.4 Year of study	4	2.5 Semester	8	2.6 Assessment	Continuous Examination	2.7 Category	MD

3. Estimated total time (hours per semester for teaching activities)

3.1 Number of hours per week	1	3.2 lecture	1	3.3 seminar/laboratory	-
3.4 Total number of hours in curricula	14	3.5 lecture	14	3.6 seminar/laboratory	-
Time distribution					hours
Textbook, course support, references and course notes study					2
Library, electronic platforms and on site documentation					2
Seminar/laboratory preparation, homework, reports, portfolios and essays					2
Tutoring					2
Assessment					2
Other activities					-
3.7 Total individual study hours	24				
3.9 Total hours per semester	14				
3.10 Number of credit points	1				

4. Prerequisites (where applicable)

4.1 curricula type	None necessary
4.2 competence type	None necessary

5. Infrastructure (where applicable)

5.1. for lectures	Computer, Internet Access, Video projector, White board, Markers
5.2. for laboratories	

6. Specific competences

Professional competences	<ul style="list-style-type: none"> To create a Europass CV and a professional profile in social media To understand, evaluate, select professional information and adjust the CV according to the targeted job position To create an intention letter To develop an entrepreneurial spirit To properly analyze the content of a CV from the employer point of view
Transversal competences	<ul style="list-style-type: none"> Acknowledge non-verbal communication behavior in the interview and employment process Stimulate the self-assessment capacity of students Improve public speaking and presentation skills for students Provide awareness for student on the Internet impact in the employment process

7. Course targets (as resulting from 6. Specific competences table)

7.1 Course main target	Developing student capacity to properly write a Curriculum Vitae and an intention letter and use the Internet in the process of applying for a job
7.2 Course specific targets	Stimulating an analytic and critical way of thinking Acquiring and applying web knowledge and non-verbal communication skills to add value in the recruiting process when students apply for a job

8. Contents

8.1 Lectures	Teaching methods	Notes
Communications skills as a tool		
Building personal credibility using Internet tools		
What is important in creating your CV		
What is important in writing an intention letter		
Case study: applying for a job - the employee point of view		
Case study: applying for a job - the employer point of view		
Technical Skills vs Non-technical skills		
Non-verbal communication		
References: Barker, Alan - "Improve your Communication Skills", Kogan Page Publishers, 4 th edition, 2016		
8.2 Laboratory	Teaching methods	Notes
References		

9. Course contents corroboration with the expectations of the epistemic community representatives, professional associations and relevant employers in the field of the program

The content of this course has been established in concordance with similar curricula from other universities in Romania and abroad. The main objectives are set accordingly to the study plan, transmitting knowledge and developing important skills for the future graduates in order to successfully apply for a job in a technical field.

10. Assessment

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of final grade
10.4 Lectures	Theoretical and practical knowledge acquired	Writing a CV and an intention letter Creating and customizing a Linked In	100%

		account	
		Writing an essay on a given case-study	
10.5 Seminar/laboratory			
10.6 Minimum performance standard			
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Completion date
10.09.2019

Course organizer signature,
Lecturer PhD Daniel Matasaru

Teaching assistant signature,

Department approval date

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16. SEP. 2019

Department director signature
Conf. PhD Luminita Scripcariu