COURSE DESCRIPTION CARD - SYLLABUS

Course name
Career resources [S1SI1E>KZAW]

Course

Field of study Artificial Intelligence	**Year/Semester** 2/3
Area of study (specialization) –	**Profile of study** general academic
Level of study first-cycle	**Course offered in** english
Form of study full-time	**Requirements** compulsory

Number of hours

Lecture 0	**Laboratory classes** 0	**Other (e.g. online)** 0
Tutorials 30	**Projects/seminars** 0	

Number of credit points

2,00

Coordinators	**Lecturers**
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Prerequisites

Knowledge: The already acquired language competence compatible with level B2 (CEFR) Skills: S/he should have the ability to solve basic problems concerning interpersonal communication. Social competencies: Moreover s/he should understand the necessity to extend her/his competences. In addition, in respect to the social skills, the student should show such attitudes as individual and teamwork, ability to use different sources of information.

Course objective

1. Provide students with basic knowledge regarding interpersonal communication in the workplace. 2. Provide students with contemporary problems of interpersonal communication. 3. Develop students" skills in solving problems and communicating in groups. 4. Advancing students" language competence towards the level at least B2 (CEFR).

Course-related learning outcomes

Knowledge:
1. knows and understands the general rules of starting and running a business - [K1st_W8]
2. has basic knowledge of the copyright law and fundamental rights of intellectual property -

[K1st_W10]
3. understands the complexity of communication in teams and groups in meetings in the workplace - [-]

Skills:
1. has basic intellectual capabilities in social and economic sciences needed for carrying out engineering activities - [K1st_U5]
2. has necessary training for working in a business environment - [K1st_U6]
3. is able to prepare and give an oral presentation in mother tongue and English with all elements of positive presentation - [K1st_U14]

Social competences:
1. can think and act in an enterprising way - [K1st_K5]
2. is aware of the social role of a graduate of the university of technology - [K1st_K6]
3. is able to act responsibly in professional life, encourage and promote right behaviour patterns - [K1st_K7]
4. can communicate well in different environments -[-]

Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

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Formative assessment:
a) tutorials :
- Progress of tasks realization,
Summative assessment:
b) verification of assumed learning objectives related to tutorials
- Constant assessment during tutorials of oral tasks;
- Ability of teamwork;
- Project realization

Programme content

Plagiarism. Job application letter. Resume. Job interview. Hard and soft skills. Personal SWOT analysis. Oral presentation. Speaking and listening as basic communication skills. Starting and running your own business. Building relationships. Creating rapport. Networking. Building trust in business. Influencing people. Manipulation. Feedback: giving and receiving. Conflict nature and goals. Modes of dealing with conflict. Email: the basics and advanced rules; building relationships and influencing people in written communication. Cultural diversity.

Teaching methods

Learning methods:
1. Tutorials: solving tasks, practical exercises, discussion, teamwork, multimedia showcase, workshops, case studies

Bibliography

Basic
1. B. Dignen, I. McMaster, 2013. Effective International Business Communication. HarperCollins Publishers.
2. B. Dignen, J. Chamberlain, 2009. Fifty Ways to Improve Your Intercultural Skills. Summertown Publishing.
Additional
1. T. Banks, 2012. Writing for Impact. Cambridge University Press.
2. B. Dignen, 2011. Communicating Across Cultures. Cambridge University Press.
Online literature
1. www.thebalancesmb.com
2. www.ted.com

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	30	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	20	1,00