**Nazwa przedmiotu:**

Presentation Techniques

**Koordynator przedmiotu:**

Dr Jan L. Nowiński

**Status przedmiotu:**

Fakultatywny ograniczonego wyboru

**Poziom kształcenia:**

Studia I stopnia

**Program:**

Computer Science

**Grupa przedmiotów:**

Non-Technical Electives

**Kod przedmiotu:**

EPRTE

**Semestr nominalny:**

7 / rok ak. 2015/2016

**Liczba punktów ECTS:**

3

**Liczba godzin pracy studenta związanych z osiągnięciem efektów uczenia się:**

30 hours of classwork + 20h - preparation to classes (presentation. Total =60 hours.

**Liczba punktów ECTS na zajęciach wymagających bezpośredniego udziału nauczycieli akademickich:**

1

**Język prowadzenia zajęć:**

angielski

**Liczba punktów ECTS, którą student uzyskuje w ramach zajęć o charakterze praktycznym:**

2

**Formy zajęć i ich wymiar w semestrze:**

|  |  |
| --- | --- |
| Wykład:  | 0h |
| Ćwiczenia:  | 30h |
| Laboratorium:  | 0h |
| Projekt:  | 0h |
| Lekcje komputerowe:  | 0h |

**Wymagania wstępne:**

**Limit liczby studentów:**

60

**Cel przedmiotu:**

The subject focuses on training and improving interpersonal communication potentials of a student.

**Treści kształcenia:**

 1. Negotiations (2h). Negotiation techniques (lecture): methods, negotiation algorithm - analysis, planning, discussion, solution and agreement; personal factors. BATNA – best alternative to a negotiation agreement.
 2. Practicing the negotiation skills (2h). Workshop – negotiation panel: “The redundancy in a company – Trade union and management negotiations”. Discussion of the course of the negotiation panel.
3. Curriculum Vitae Writing (2h). Part I - Curriculum vitae writing (lecture): C.V. layout, personal details, education, experience, references. Part II - Workshop – practicing the C.V. writing. Analysis of the student works.
4. Letter writing – lecture (2h): business and private letter – differences and similarities, standardized forms of a business correspondence: a post letter and a fax-letter, letter layout, details for the letter design (heading, greeting forms, closing forms, body of the letter, paragraphing, useful expressions, logo of the company, signature).
5. Workshop – practising the business-letter writing (2h): letter of inquiry, covering letter.
6. Job advertisement analysis – lecture (2h): qualifications and other requirements, terms of employment, getting the additional information about the advertised position, the advertising company: area of activity, goals, financial state.
7. Looking for a job (2h). Part I - Workshop – analysis of selected advertisements from ‘Gazeta Wyborcza’. Part II - Psychological factors during the looking for a job – lecture and discussion.
8. Psychoanalytical session (2h). Workshop – my strong and weak points. My psychological portrait – auto-presentation by volunteers. Discussion forum – analysis of the presentations: my perception of the presented psychological profile, searching for the real strong features, analysis of the weak points, characteristic of the job or post fitting to the analysed psychological profile.
9. Interview (2h). To a successful interview (lecture): preparation, presentation, performance.
10. Oral auto-presentation (2h). Part I - Techniques of the oral presentation (lecture): a composition of the oral presentation, specific features of short, medium and the long lasting presentation, facilities: a blackboard, a projector and a computer, a projector supported presentation, a computer aided presentation. Part II - Slide composition: characters – size, style background – colour and other effects.
11. Practicing the presentation skills (2h). Workshop – student presentations: presentation, discussion forum: technical analysis of the presentations.
12. Interpersonal relations (2h). Workshop: psychology of man – lecture and the discussion.
13. The team-role (2h). How to build up the effective team.

**Metody oceny:**

 During the workshops there is possible to score up to 100 points:
• 30 points for a class work
• 30 points for a homework
• 40 points for an oral presentation

 Assessment Method (cont.)
 The final result is based on the following pattern:
• 5.0: 91-100 points
• 4.5: 81-90 points
• 4.0: 71-80 points
• 3.5: 61-70 points
• 3.0: 51-60 points
• 2.0: 0-50 points

**Egzamin:**

nie

**Literatura:**

Internet and other materials recommended by the tutor.

**Witryna www przedmiotu:**

http://studia.elka.pw.edu.pl/

**Uwagi:**

## Efekty przedmiotowe

### Profil ogólnoakademicki - wiedza

**Efekt EPRTE\_W01:**

has a basic knowledge of principles of image creation and the formation of opinion

Weryfikacja:

Evaluation of presentation

**Powiązane efekty kierunkowe:** K\_W19

**Powiązane efekty obszarowe:** T1A\_W08

### Profil ogólnoakademicki - umiejętności

**Efekt EPRTE\_U01:**

Is able to collect knowledge from a variety of sources and interpret it to of shape the image and influence social attitudes

Weryfikacja:

Evaluation of presenation

**Powiązane efekty kierunkowe:** K\_U01, K\_U04

**Powiązane efekty obszarowe:** T1A\_U01, T1A\_U04

### Profil ogólnoakademicki - kompetencje społeczne

**Efekt EPRTE\_K01:**

Is aware of the role of creating the image in contemporary culture, including the perception of engineering

Weryfikacja:

Evaluation of presentation

**Powiązane efekty kierunkowe:** K\_K02, K\_K06

**Powiązane efekty obszarowe:** T1A\_K02, T1A\_K07