**Nazwa przedmiotu:**

Communication skills (humanities)

**Koordynator przedmiotu:**

Dr hab. Jan Nowiński, prof. PW

**Status przedmiotu:**

Obowiązkowy

**Poziom kształcenia:**

Studia I stopnia

**Program:**

Computer Science and Information Systems

**Grupa przedmiotów:**

Obligatory

**Kod przedmiotu:**

1120-IN000-ISA-0122

**Semestr nominalny:**

2 / rok ak. 2021/2022

**Liczba punktów ECTS:**

2

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

.

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

.

**Język prowadzenia zajęć:**

angielski

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

.

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

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

**Wymagania wstępne:**

The subject does not required additional knowledge or competences.

**Limit liczby studentów:**

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**Cel przedmiotu:**

After the course a student gains:
- the competences in application for a job, oral and public presentation,
- basic knowledge of psychological aspects of the team-work and technique of negotiation.

**Treści kształcenia:**

Negotiations. Negotiation techniques – lecture: methods; negotiation algorithm: analysis, planning, discussion, solution and agreement; personal factors; BATNA – best alternative to a negotiation agreement. Practicing the negotiation skills. Workshop – negotiation panel: The redundancy in a company – Trade union and management negotiations. Discussion of the course of the negotiation panel.
Curriculum Vitae writing. Curriculum vitae writing – lecture: C.V. layout; personal details; education; experience; references. Workshop – practicing the C.V. writing. Analysis of the student works.
Letter writing. Letter writing – lecture: business and private letter – differences and similarities; standardised 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. Workshop – practicing the business-letter writing: letter of inquiry, covering letter.
Job. Job advertisement analysis – lecture: qualifications and other requirements; terms of employment; getting the additional information about the advertised position; the advertising company - area of activity, goals, financial state. Looking for a job: Workshop – analysis of selected advertisements from ‘Gazeta Wyborcza’; Psychological factors during the looking for a job – lecture and discussion.
Psychoanalytical session. 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.
Interview. To a successful interview – lecture: preparation, presentation, performance.
Oral auto-presentation. 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. Slide composition: characters – size, style; background – colour and other effects. Practicing the presentation skills. Workshop – student presentations: presentation, discussion forum: technical analysis of the presentations.
Interpersonal relations. Workshop: psychology of man – lecture and the discussion. The team-role. How to build up the effective team.

**Metody oceny:**

The following student activities and works are assessed:
- homeworks and class works - 20pts (max),
- activity during exercises - 20pts (max),
- short presentation - 20pts (max),
- oral presentation - 30pts (max),
- attendace (only 2 abcences are allowed) - 10pts (max).
A total maximum score to get is 100pts. Mark A - (91-100) pts, mark B+ - (81-90) pts, mark B - (71-80) pts, mark C+ - (61-70) pts, mark C - (51-60) pts, fail < 51 pts.

**Egzamin:**

nie

**Literatura:**

Materials recomended by the lecturer.

**Witryna www przedmiotu:**

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**Uwagi:**

.

## Charakterystyki przedmiotowe

### Profil ogólnoakademicki - umiejętności

**Charakterystyka U01:**

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Weryfikacja:

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**Powiązane charakterystyki kierunkowe:**

**Powiązane charakterystyki obszarowe:**

**Charakterystyka U02:**

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Weryfikacja:

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**Powiązane charakterystyki kierunkowe:** K\_U05, K\_U06, K\_U07

**Powiązane charakterystyki obszarowe:**

### Profil ogólnoakademicki - kompetencje społeczne

**Charakterystyka K01:**

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Weryfikacja:

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**Powiązane charakterystyki kierunkowe:** K\_K07

**Powiązane charakterystyki obszarowe:**