Syllabus

1. Data about the program of study

1.1 Institution	Technical University of Cluj-Napoca
1.2 Faculty	Automation and Computer Science
1.3 Departament	Automation
1.4 Field of study	Systems Engineering
1.5 Cycle of study	Bachelor of Science
1.6 Program of study/Qualification	Automation and Applied Informatics (English)
1.7 Form of education	Full time
1.8 Subject code	30

2. Data about the subject

2.1 Subject name	**Foreign Language II**				
2.2 Course responsible/lecturer					
2.3 Teachers in charge of applications	Lect. Cecilia Policsek, Ph. D Cecilia.Policsek@lang.utcluj.ro				
2.4 Year of study	2	2.5 Semester	2	2.6 Assessment *(E/C/V)*	C
2.7 Type of subject	*DF – fundamental, DD – in the field, DS – specialty, DC – complementary*				DC
	DI – compulsory, DO – elective, Dfac – optional				DI

3. Estimated total time

3.1 Number of hours per week	2	of which:	Course		Seminar	2	Laboratory		Project	
3.2 Number of hours per semester	28	of which:	course		Seminar	28	Laboratory		Project	
3.3 Individual study										
(a) Manual, lecture material and notes, bibliography									8	
(b) Supplementary study in the library, online and in the field										
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays									10	
(d) Tutoring										
(e) Exams and tests									4	
(f) Other activities:										

3.4 Total hours of individual study (sum of (3.3(a)…3.3(f)))	22
3.5 Total hours per semester (3.2+3.4)	50
3.6 Number of credit points	

4. Pre-requisites (where appropriate)

4.1 Curriculum	
4.2 Competence	Knowledge of general English minimum B1 (CEFR)

5. Requirements (where appropriate)

5.1. For the course	
5.2. For the applications	Class attendance is mandatory.

6. Specific competences

6.1 Professional competences	Communication in English in academic and professional contexts at B1+/B2 level.
6.2 Cross competences	The identification, description and completion of the processes from the management of the projects, by playing different roles within a team, while expressing oneself in a concise and clear manner, both when writing and speaking.

7. Course objectives

7.1 General objective	Development of the ability to understand the importance of the principles that govern effective speaking within work environments and improvement of the ability to present ideas in academic and professional contexts.
7.2 Specific objectives	After completing the seminar, the student will be able to: -- understand the importance of active listening; -- use skills of active listening; -- understand the specificity of intercultural communication within work environments; -- speak effectively when attending interviews, chairing meetings, delivering professional presentations, etc.

8. Contents

8.1 Seminar	No.hours	Teaching methods	Notes
N/A			
Bibliography *(mandatory bibliography which contains at least a bibliographical reference that belongs to the subject area, which is available in a number of copies that covers the students' needs).*		Interactive teaching, team work, exercises, individual projects	
1. General introduction			
2. Identifying the stages in the job application process			
3. Detailing education and qualifications. Highlighting work experience			
4. Writing cover letters			
5. Elements of intercultural communication			
6. Speaking strategies used in work meetings			

7. Student projects			
8. Strategies and vocabulary of putting forward solutions			
9. Handling customer complaints			
10. Preparing the job interview			
11. Common mistakes related to the job interview			
12. Dealing with questions during a job interview.			
13. Student projects			
14. Final test			

Sources:
Boyle, M. and L. Warwick (2018). *Skillful Reading and Writing* 4. Student's Book. London: Macmillan.
Craven, M. (2018). *Real Listening & Speaking 4.* Cambridge: Cambridge University Press.
Downes, C. (2015). *Cambridge English for Job-hunting.* Cambridge: Cambridge University Press.
Pease, A. & B. (2006). *The Definitive Book of Body Language.* New York, NY: Bantam.
Powell, M. (2011). *Dynamic Presentations*. Cambridge: Cambridge University Press.
Veis, C. (2017). *Public Speaking for Engineers.* American Society of Civil Engineering.
Learn English—British Council
https://learnenglish.britishcouncil.org

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

A better command of a foreign language will ensure a more flexible adjustment of the students to the labor market, as well as the access to individual professionald evelopment. The introduction to the specificity of the language of the students' area of specialization will lead to a better research abilities in terms of the chosen profession.

10. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course			
Seminar	Students are accepted to take the test only if they have submitted all the assignments recommended for individual study and defended the projects.	Individual projects Final test	50% 50%
Laboratory			
Project			
Minimum standard of performance: The final grade is calculated if each component of the final assessment is completed to at least 60%.			

Date of filling in: 3.09.2022		Title Firstname NAME	Signature
	Applications	Lect. Cecilia Policsek, Ph. D.	

Date of approval by the Department Board
5.09.2022

Head of Departament ....
Assoc. Prof. Ruxanda Literat, Ph. D.

Date of approval by the Faculty Council

Dean
Prof.dr.ing. Liviu Cristian MICLEA