COURSE SYLLABUS
Documentation, capitalization of information and professional communication,
2020 - 2021

1. Program information

1.1	Higher education institution	University of Pitesti
1.2	Faculty	Mechanics and Technology
1.3	Department	Automobiles and Transport
1.4	Field of studies	Automotive Engineering
1.5	Level of education	Master
1.6	Program / Qualification	Automotive Engineering for Sustainable Mobility / Master

2. Discipline information

2.1	Name of discipline			**DOCUMENTATION, CAPITALIZATION OF INFORMATION AND PROFESSIONAL COMMUNICATION**					
2.2	Instructor of the lecture activities			Cătălin ZAHARIA, Lecturer dr. eng.					
2.3	Instructor of the lab activities			Cătălin ZAHARIA, Lecturer dr. eng.					
2.4	Year of the studies	*I*	2.5	Semester	*1*	2.6	Type of evaluation	*C*	2.7	The discipline regime	*O*

3. Estimated total time

3.1	Number of hours per week	*2*	3.2	lecture	*1*	3.3	Sem.	*1*
3.4	Total hours of the Course syllabus	*28*	3.5	lecture	*14*	3.6	Sem./lab	*14*

Distribution of the time allocated to the individual study	ore
Study by handbook, course support, bibliography and notes	*35*
Additional documentation in the library, on specialized electronic platforms and in the field	*25*
Preparation of seminars / laboratories, topics, reports, portfolios, essays	*8*
Tutorial	-
Examinations	*4*
Other activities.....	-

3.7	Total hours of individual study	*72*
3.8	**Total hours per semester**[2]	*100*
3.9	**Number of credits allocated to the discipline**	*4*

4. Prerequisites (where applicable)

4.1	Curriculum	Not applicable
4.2	Skills	previous competences accumulated in the discipline: Documentation - communication techniques

5. Conditions(where applicable)

5.1	for the lecture	classroom equipped with intelligent board, whiteboard, video projector, projection screen, computer
5.2	for the seminar	intelligent board and whiteboard, computer

6. Specific skills acquired

Professional skills	- acquiring the stages of documentation: reviewing, selecting, synthesizing, capitalizing, making generalizing explanations, - reordering of the existing knowledge in the approached topic (concepts, definitions, hypotheses), raising awareness of deficiencies in the previous approach of the field under investigation, suggesting new research aspects, - increasing the professional level of the engineer and implicitly of his performances in the workplace, - increasing the confidence of the engineer in his own capabilities and that of the team, - building balanced and adequate teams with their tasks, - reducing costs in carrying out strategic projects of transition or change.
Transversal skills	- performing the professional tasks according to the specified requirements and within the required deadlines, following a pre-determined work plan and under qualified guidance, - realization of personal and professional development, using efficiently their own resources and modern study tools.

7. Course goal(s)

7.1 The main goal of the discipline	Development of competences in the field of Vehicle Engineering by acquiring the concepts related to research and capitalization of information. Knowledge of communication principles in the professional environment of the engineer
7.2 Specific goal(s)	At the end of the course, the student will be able to: - maneuver IT resources by searching for information in known databases, - use known search equations in order to filter and find the information needed to develop a well-defined project, - explains the basic notions regarding communication in the professional engineering environment, - made a summary presentation of a project developed in the team, - draw up a written report of a project carried out by a team of engineers, each member being responsible for clearly defined tasks

8. Contents

	8.1. Lecture	No. hours	Teaching methods	Remarks Resources used
1	Presentation of the basic rules in the field. Acquiring search rules using search engines and meta-engines.	2	lectures, exposure with support material, explication, description and example, heuristic conversation, debate case study	board, texts, sketches, graphics, projector teaching films, PC
2	Research and capitalization of scientific information. Technical information. Their location and limited / free access.	2		
3	Capitalization of economic information. Statistical information and sorting by degree of importance.	2		
4	Other types of information.	2		
5	Communication - a necessary condition of management. The art of communicating. Written communication - the art of writing, the report.	2		
6	Written communication - synthesis note, analysis report, service note or information note. Written communication - presentation of documents, slide show. Written communication - executive summary, report. Oral communication - behavior (non-verbal), conducting a meeting.	2		
7	Making a poster, role and presentation of the poster	2		
	TOTAL HOURS	**14**		

	8.2. Seminar	No. hours	Teaching methods	Remarks Resources used
1	Applying the basic rules. Applying knowledge with the help of search engines	2	exposure with support material, explication, description and exemplification, heuristic conversation, debate, case study, the exercise experiment, computer assisted learning	board, texts, sketches, graphics, stands materials, instruments, laboratory equipment, projector teaching films PC, internet access, www, email
2	Research and capitalization of information. Technological documentation	2		
3	Typology of economic and financial data applicable in the automotive industry. Competitive documentation. Role, difficulties, advantages, limits	2		
4	Web 1.0, 2.0, 3.0, 4,0, 5,0 and beyond…. (professional, personal space), search engine creation (Wikipedia, etc.). Individual presentation in the middle of the group. The art of team communication and the application of the best strategy. Anticipating the listener's reaction, etc.	2		
5	Teamwork on the short project. Presentation of the group. Important topics and making / presenting a report	2		
6	Making an application. Oral presentation of information ("ppt" documents). Changes made after the comments of colleagues or recommendations of the teacher. Making a report for good communication of the subject	2		
7	Peer behavior and analysis - application Role play	2		
	TOTAL HOURS	**14**		

Minimal bibliography:
1. Training lectures notes, Ingineria Proiectelor de Automobile, Univ. Techn. de Compiegne, Renault Technologie Roumanie,
2. Professional Communication in Engineering (Palgrave Studies in Professional and Organizational Discourse) 2006th Edition
3. The Invisible Web: Uncovering Information Sources Search Engines Can't See, Christopher Barnes Sherman, Chris Sherman, Gary Price, Information Today, Inc., 2001
4. Search Engines: Information Retrieval in Practice, Bruce Croft, Donald Metzler, Trevor Strohman, Pearson Education, 21 nov. 2011
5. The Expert's Guide to Internet Search & Research: How to Do Awesome Professional Level Internet Searches for Personal & Business Success! Paperback – December 1, 2007
6. Lecture notes, 2020 - 2021.

9. Corroboration the contents of the discipline with the expectations of the epistemic community representatives, professional associations and employers in the field related to the program

The skills acquired in this discipline allow the graduates in the field of motor engineering to be constantly updated with the news of the stringent topics. The purpose of the discipline is to train the masters in the art of searching and capitalizing on information through the resources made available by the company (internal databases, virtual private libraries) or through the internet, databases with Open Access, etc. Also, the skills acquired enable the graduates in the field of vehicle engineering to communicate information effectively. The purpose of the discipline is to train the masters in the art of communication and to know the basic principles of communication that lead to an efficient activity in the workplace.

10. Evaluation

Activity type	10.1 Evaluation Criteria	10.2 Evaluation methods	10.3 Percentage of the final grade
10.4 Course	Active participation in the course, correct answers to questions, interest for the discipline	Weekly registration	10%
	Understand and correctly apply the treated issues, the capacity for analysis and synthesis	Final oral evaluation	30%
10.5 Seminar	Achievement of topics in teams, participation in debates	Oral support, frequency and relevance of interventions	30%
10.6. Homework	Completion of the topics assumed	Oral support	30%
10.6 Minimum standard of performance	- knowing the rules of making ppt presentations, - knowing to execute search equations on internet.		

Date (of filling)	Instructor (lecture)	Instructor (sem.)
17.09.2020	Lect. PhD. Eng. **Cătălin ZAHARIA**	Lect. PhD. Eng. **Cătălin ZAHARIA**

Date (of approval)	Head of department	Head of department (DAT)
21.09.2020	Lect. PhD. Eng. **Helene ȘUSTER**	Lect. PhD. Eng. **Helene ȘUSTER**