

CURRICULA/COURSE DESCRIPTION ERASMUS APPLE

| TITLE OF THE COURSE | Code |
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| Practice oriented curricula for soft skills | |

| Teacher(s) | Department |
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| Coordinating: Elena Eyngorn | Technische Universitaet Berlin / Institut für Luft und Raumfahrt |

| Study cycle | Level of the module | Type of the module |
|---------------------------------------|---------------------|--------------------------|
| Undergraduate and MSc students | 2nd year | Lecture/Team work |

| Form of delivery | Duration | Language(s) |
|------------------------|-------------------|----------------|
| learning course | 4,5 months | English |

| Prerequisites | |
|---|--|
| Prerequisites: Do not need | Co-requisites (if necessary): Do not need |

| Credits of the course (ECTS) | Total student workload | Contact hours | Individual work hours |
|------------------------------|------------------------|---------------|---|
| 3 | 75 | 45 | 30 hours post-processing and homework, 50 hours reading, 25 hours preparation for examination |

| Aim of the course unit: competences foreseen by the study programme | | |
|---|---|---|
| Students should receive a detailed overview of modern thin film (mostly from metal oxide materials) techniques which are broadly used in energy saving technologies. | | |
| Learning outcomes of the Parts ¹ (course unit) | Teaching/learning methods | Assessment methods |
| Soft Skills Work with literature Project Management | Lecture, discussion, case demonstration and study, problematic and project learning methods, practical work | Interview Report Practical skills |
| Practical exercise | | |
| <ul style="list-style-type: none"> • Administrative Support • Anger Management • Assertiveness and Self Confidence • Budgets and Financial Reports • Business Etiquette • Business Writing • Change Management • Coaching and Mentoring | <ul style="list-style-type: none"> • Job Search Skills • Knowledge Management (KM) • Leadership and Influence • Lean Six Sigma • Meeting Management • Motivating Employees • Negotiation Skills • Presentation Skills | |

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| <ul style="list-style-type: none"> • Communication Strategies • Conflict Resolution • Creative Problem Solving • Customer Services • Emotional Intelligence • Facilitation Skills • Generation Gap in the Workplace • Measuring Results from Training • Human Resource Management • Interpersonal Skills | <ul style="list-style-type: none"> • Project Management • Proposal Writing • Public Speaking • Sales Fundamentals • Stress Management • Supervising Others • Teamwork and Team Building • Time Management • Train the Trainer • Workplace Diversity |
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| Assessment strategy | Weight in % | Deadlines | Assessment criteria |
|--|-------------|--------------------------------|---|
| Lecturing (or self studying of modules in e-learning version) + individual case study + presentation + examination works + research report / certification works | 30 | Work during the semester | Knowledge of the fundamentals, understanding of the practical-oriented methods; systematical and critical thinking; written, oral communication skills; social responsibility |
| Tests by every module | 30 | End of the modules | Correct answers |
| Exams: 2 intermediate examinations and certification examination | 40 | End of the parts and curricula | Correct modeling the effective innovations and inventions |

| Author | Year of issue | Title | No of periodical or volume | Place of printing, Printing house or internet link |
|--|---------------|-------|----------------------------|--|
| Compulsory literature | | | | |
| <ul style="list-style-type: none"> • How to Win Friends and Influence People (Paperback) by Dale Carnegie • The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change (Paperback) by Stephen R. Covey • Crucial Conversations: Tools for Talking When Stakes Are High (Paperback) by Kerry Patterson • Influence: The Psychology of Persuasion (Paperback) by Robert B. Cialdini • Getting Things Done: The Art of Stress-Free Productivity (Paperback) by David Allen | | | | |

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| Software |
| Do not need |