

Óbudai Egyetem Neumann János Informatikai Kar		Institute of Biomatics		
Entitled és code: Soft skills		Credits: 2		
<i>Copmuter Science Engineering</i> <i>Jelöljön ki egy elemet. 2023/2024 Winter</i>				
Teachers: Dr. Felde Imre				
Prerequisite:				
Heti óraszámok:	Előadás: 0	Tantermi gyak.: 2	Laborgyakorlat: 0	Konzultáció: 0
Számonkérés módja:	Évközi jegy			
Curriculum				
<p><i>Objectives:</i> The aim of the course is to provide students with practical experience in the use of personal skills required by the labor market. The subject, based on a brief overview of HR strategy and sub-areas, describes preparations for job searching and the most commonly used recruitment methods for companies. Students will get acquainted with corporate culture, business ethics and communication. In addition, participants will gain practical knowledge and advice on various presentation techniques, self-knowledge, career building, and employment. Knowledge is also gained from reasoning and negotiation techniques. The subject is organized and held jointly with market leaders (eg Robert Bosch GmbH, ExxonMobil).</p> <p><i>Thematics:</i> Theoretical discussion of the various skills, the assignment of practical tasks and their control during quarterly semesters.</p>				

Schedule:	
Education week	Topics
1.	Introduction. Human resource systems, HR are territorial and can be contacted by the employee .
2.	Job search strategies. How to prepare for job search. Selection Methods in Practice - Most frequently used interview types and techniques with situational practices.
3.	Task 1 - Feedback, performance evaluation, practice
4.	Teamwork - I'm in the team Behavior and communication in the business world.
5.	Debate and Negotiation Technique. CV writing.
6.	Discussion of task solutions and home group work (s)..
7.	Task 2 - – Discussion of task solutions and home group work (s)..
8.	Presentation Techniques. Practical tips and tricks for powerpoint, flip chart and other presentation tools. Methodology for Writing the Thesis - How to Organize the Written Writing of the Thesis? The reference and its rules. The use of resources and ethics. Plagiarism and its consequences.
9.	Project management Part 1
10.	Project management Part 2.
11.	Task 3 – Consultation. Project management task
12.	Generating and elaborating a general semiannual assignment.
13.	Report - Final Report: Team and Individual Level.
14.	Replacement
Interim Requirements	
Report.	
Tests	

Education week	Topics
1	-
The method of designing the final grade (s)	
The final grade received by the student project team..	
Method of replacement	
The final report will be available in the last week.	
Type of Tests	
-	
Creating a Exam Sign	
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References	
Mandatory:-	
Szöveg beírásához kattintson ide.	
Suggested:-	
Szöveg beírásához kattintson ide.	
Others:-	
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