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| Name of course: **Communication** | **Credit value: 3** |
| **Course** **classification**: chooseable compulsory |
| **The proportion of the practical nature of the course, „educational character”: 50-50%** |
| **Type of course:** theoretical / **practical**, and the **total number: 28 hours** in the given **semester. 1+1**Further (unique) means and properties of knowledge transfer: trainings, case studies |
| **Exam** type (colloquium / practical grade / **other** ):  **practical grade**Further (unique) means of knowledge verification**: -**  |
| The curricular **place of the course** (which semester): 4 |
| Prerequisites (if any): **-**  |

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| **Course description: a brief, but informative description of the knowledge to be acquired (14 weeks).** |
| The aim this course to study basic communication skills. Understand the process of communication. Begin practicing listening skills. Understand the importance of nonverbal communication and of improving their nonverbal communication skills. Recognize importance of intercultural diversity of communication.1. lecture Basic communication skills. 2. seminar Nonverbal communication3. lecture Process of communication. 4. seminar Nonverbal communication in business5. lecture Active listening skills. 6. seminar Effective listening skills7. lecture Effective verbal communication skills.8. seminar Elevator pitch9. lecture Communication barriers.10. seminar Communication barriers11. lecture Intercultural communication12. seminar Intercultural communication13. lecture Presentation technics14 seminar Effective presentation |
| **Required and recommended reading:** |
| **Required reading:**Guffey, Mary Ellen – Loewy, Dana (2018): Essential of Business Communication. ISBN13 (EAN):9781337386494 South Western, 2018**Recommended reading:**McLean, S. (2005). The basics of interpersonal communication. Boston, MA: Allyn & BaconPearson, J., & Nelson, P. (2000). An introduction to human communication: Understanding and sharing. Boston, MA: McGraw-HillRemillard Vincent (2016): Human communication Across Cultures. Equinox PublishingISBN13 (EAN): 9781781793558 |
| **Competencies to be acquired, related to the course:** |
| **a) Knowledge:** - Graduated student should know, analyze, plan, manage the communication of organizations, and be able to recognize, analyze and solve communicational problems..- Graduated student should know and apply communicational forms, know barriers and rules.- Graduated student know and apply professional written and oral communication in life.**b) Ability:**- Graduated students can analyse, plan, organise and manage the process of communication, and can solve problems.- They are able to choose between the most efficient processes and methods for problem solving. They are able to use consciously and plan in high standard.- They are able to use references effectively and independently.- They are able to write reports, analyses.**c) Attitude:** - Graduated students are able to effectively use managerial methods, forms, communicational processes**d) Autonomy and responsibility:**- They will be able to control processes, can manage, organise, and communicate |

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| **Course leader** (name, post, academic degree): **Dr. habil Csilla JUHÁSZ associate professor, PhD** |
| **Other lecturer(s) involved in teaching the course, if any** (name, post, academic degree): **-** |