**Course Syllabus**

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| Institution | University of Petroşani |
| Faculty | Sciences |
| Field of study | Management  |
| Level | Bachelor |
| Program of study | Management  |

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| Course | **Communication and Business Negotiation** |
| Code | C.A.2.2.17 |
| Year of study (semester) | II (IV) |
| Number of hours | 42 |
| Number of credits | 4 |
| Professor | Assoc. Prof., Ph.D. GUŢĂ Anca Jarmila |

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| **No.** | **Topic** |
|  | General considerations on interpersonal communication, contemporary approaches to communication |
|  | Basic rules, typology, elements, levels and styles of communication |
|  | Intrapersonal, interpersonal and group communication |
|  | The types of language used in communication |
|  | General business negotiation considerations |
|  | Forms of negotiation in communication |
|  | Elements and styles of negotiation |
|  | Strategies and tactics in negotiation |