SYLLABUS

1. Data about the program of study

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	Faculty of Automation and Computer Science
1.3	Department	Automation
1.4	Field of study	System Engineering
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/Qualification	Automation and Applied Informatics/ Engineer
1.7	Form of education	Full time
1.8	Subject code	E 37.00

2. Data about the subject

2.1	Subject name	Management and communication					
2.2	Subject area	Management					
2.3	Course responsible/lecturer	Lect. dr. Veronica Maier					
2.4	Teachers in charge of seminars	-					
2.5 Year of study	III	2.6 Semester	V	2.7 Assessment	Summative	2.8 Subject category	Compulsory

3. Estimated total time

3.1 Number of hours per week	2	3.2 of which, course:	2	3.3 applications:	-
3.4 Total hours in the curriculum	28	3.5 of which, course:	28	3.6 applications:	

Individual study	hours
Manual, lecture material and notes, bibliography	6
Supplementary study in the library, online and in the field	8
Preparation for seminars/laboratory works, homework, reports, portfolios, essays	4
Tutoring	2
Exams and tests	2
Other activities	

3.7	Total hours of individual study	22
3.8	Total hours per semester	50
3.9	Number of credit points	2

4. Pre-requisites (where appropriate)

4.1	Curriculum	Not the case
4.2	Competence	Not the case

5. Requirements (where appropriate)

5.1	For the course	The existence of multimedia equipment
5.2	For the applications	Not the case

6. Specific competences

Professional competences	• Understand the managerial functions and the role of communication in performing them • Understand leadership styles, traits and behaviours • Understand the basics of different forms of communication in the organization (written, oral and behavioural) • Exercise the first level management functions • Ability to think systemic in strategy formulation and implementation, in tasks distribution, group leadership and conflict management • Ability to identify and use the most effective forms of communication in organization, in national and international context
Cross competences	• Demonstrate concern for the improvement of professional business results by taking part in a multidisciplinary team ; • Undertake involvement in research, such as documenting, developing of literature syntheses, scientific papers and articles; • Participate in projects with scientific character and demonstrate the ability to identify training opportunities for the future.

7. Discipline objectives (as results from the *key competences gained*)

7.1	General objective	Understand, assimilate and use of basic management and communication concepts, principles and techniques
7.2	Specific objectives	Understand the basic managerial functions, the organization's internal environment, the motivation of people, the organizational communication, communication barriers, increasing communication, overcoming of internal conflicts and the link between leadership and communication.

8. Contents

8.1. Lecture (syllabus)		Teaching methods	Notes
1.	Introduction in management: management concept, managerial functions, the managers, challenges confronting contemporary management	• multimedia presentation, • interactivity by exemplifying the presented concepts, • using the questions-answer method during the course, • discussing case studies, • playing thematic strategy games, • interactive lectures; • short projects made by students in teams of 2-3 and discussed in class	2h
2.	Organization's internal environment		2h
3.	External environment (general and specific external environment)		4h
4.	Planning		2h
5.	Organizing		2h
6.	Coordinating and motivating people		2h
7.	Controlling and performance assessment		2h
8.	Business communication (definition, objective, functions)		2h
9.	Types of communication		
10.	Communication barriers		2h
11.	Conflict and conflict management		2h
12.	Assertive communication		2h
13.	Written business communication		2h
14.	Looking for a job (CV, interview, letter of recommendation, etc.)		2h

Bibliography
1. Catana D., Dobra Constantinescu A., Management in Power Point, UTPRES 2004
2. Adler, R.B., Elmhorst,J.M, Communicating at work, Principles and practices for Business and the professions, 8th ed., McGraw Hill, 2005
3. Becker, E.F., Wortmann, J., Mastering communication at work: how to lead, manage and influence, McGraw Hill Professional, 2009, disponibil pe: http://books.google.ro/books/about/Mastering_Communication_at_Work.html?id=0G6LuTp6XhsC&redir_esc=y
4. Bell, A.H., Smith, D.M., Management communication, 2nd ed., John Wiley&Sons Inc., 2006
5. Nicolescu, O. Fundamentele managementului organizaţiei, Editura Universitară, 2008
6. Nicolescu, O., Verboncu, I. Managementul organizaţiei, Editura Economică, Bucureşti, 2007

9. Bridging course contents with the expectations of the representatives of the community, professional associations and employers in the field

The courses taught takes into account the requirements and expectations of the business environment.

10. Evaluation

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
Course	The students answer open-ended and closed questions; involvement during the course	Written exam	100%
Applications	-	-	-
10.4 Minimum standard of performance			
Requirement for the credits: N>5			

Date of filling in,   Teacher in charge of lectures
                                                          Lecturer Veronica Maier, PhD

Date of approval in the department   Head of department
                                                          Prof. Eng. Vălean Honoriu Mugurel. PhD