

## 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	Computer Science
1.4 Field of study	Computer Science and Information Technology
1.5 Cycle of study	Bachelor of Science
1.6 Program of study/Qualification	Computer science/ Engineer
1.7 Form of education	Full time
1.8 Subject code	51.

### 2. Data about the subject

2.1 Subject name	<b>Management and communication</b>				
2.2 Course responsible/lecturer	Assist. Prof. Veronica Maier, PhD				
2.3 Teachers in charge of seminars/ laboratory/ project	-				
2.4 Year of study	III	2.5 Semester	2	2.6 Type of assessment (E - exam, C - colloquium, V - verification)	C
2.7 Subject category	<i>DF – fundamentală, DD – în domeniu, DS – de specialitate, DC – complementară</i>				DD
	<i>DI – Impusă, DOp – opțională, DFac – facultativă</i>				DI

### 3. Estimated total time

3.1 Number of hours per week	2	of which:	Course	2	Seminars		Laboratory		Project	
3.2 Number of hours per semester	28	of which:	Course	28	Seminars		Laboratory		Project	
3.3 Individual study:										
(a) Manual, lecture material and notes, bibliography										6
(b) Supplementary study in the library, online and in the field										8
(c) Preparation for seminars/laboratory works, homework, reports, portfolios, essays										4
(d) Tutoring										2
(e) Exams and tests										2
(f) Other activities:										
3.4 Total hours of individual study (suma (3.3(a)...3.3(f)))							22			
3.5 Total hours per semester (3.2+3.4)							50			
3.6 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 competence

6.1 Professional competences	<p><b>C5</b> – Designing, managing the lifetime cycle, integrating and ensuring the integrity of hardware, software and communication systems (1 credit)</p> <p><b>C5.1</b> - Specifying the relevant criteria regarding the lifetime cycle, quality, security and computing system's interaction with the environment and human operator</p> <p><b>C5.2</b> - Using interdisciplinary knowledge for adapting an information system to application domain requirements</p> <p><b>C5.3</b> - Using fundamental principles and methods for security, reliability and</p>
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	usability assurance of computing systems <b>C5.4</b> - Adequate utilization of quality, safety and security standards in information processing <b>C5.5</b> - Realization of a project including problem identification and analysis, design and development, while proving the understanding of the basic quality needs and requirements
6.2 Cross competences	<b>CT2</b> – Identifying, describing and conducting processes in the projects management field, undertaking different team roles and clearly and concisely describing own professional results, verbally or in writing, in Romanian and in an international language. (1 credit)

### 7. Discipline objective (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 Lectures	Hours	Teaching methods	Notes
Introduction in management: management concept, managerial functions, the managers, challenges confronting contemporary management	2h	<ul style="list-style-type: none"> <li>• multimedia presentation,</li> <li>• interactivity by exemplifying the presented concepts,</li> <li>• using the questions-answer method during the course,</li> <li>• discussing case studies,</li> <li>• playing thematic strategy games,</li> <li>• interactive lectures;</li> <li>• short projects made by students in teams of 2-3 and discussed in class</li> </ul>	
Organization's internal environment	2h		
External environment (general and specific external environment)	4h		
Planning	2h		
Organizing	2h		
Coordinating and motivating people	2h		
Controlling and performance assessment	2h		
Business communication (definition, objective, functions)	2h		
Types of communication	2h		
Communication barriers	2h		
Conflict and conflict management	2h		
Assertive communication	2h		
Written business communication	2h		
Looking for a job (CV, interview, letter of recommendation, etc.)	2h		
<b>Bibliography</b> 1. Catana D., Dobra Constantinescu A., Management in Power Point, UTPRES 2004 2. Adler, R.B., Elmhurst, 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: <a href="http://books.google.ro/books/about/Mastering_Communication_at_Work.html?id=0G6LuTp6XhsC&amp;redir_esc=y">http://books.google.ro/books/about/Mastering_Communication_at_Work.html?id=0G6LuTp6XhsC&amp;redir_esc=y</a> 4. Bell, A.H., Smith, D.M., Management communication, 2nd ed., John Wiley&Sons Inc., 2006 5. Nicolescu, O. Fundamentele managementului organizației, Editura Universitară, 2008 6. Nicolescu, O., Verboncu, I. Managementul organizației, Editura Economică, București, 2007			
8.2 Applications – Seminars/Laboratory/Project	Hours	Teaching methods	Notes
-			
<b>Bibliography</b> -			

\* Se vor preciza, după caz: tematica seminariilor, lucrările de laborator, tematica și etapele proiectului.

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

In order to provide the content for the lecture and establish the method of the teaching / learning process the professor organizes meetings with entrepreneurs, who speak to students about the needs and expectations of employers in the area.

**10. Evaluation**

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

Date of filling in:	Titulari	Titlu Prenume NUME	Semnătura
	Course	Assist. Prof. Veronica Maier, PhD	
	Applications	-	

<b>Date of approval in the department</b>	Head of department Prof.dr.ing. Rodica Potolea
<b>Date of approval in the Faculty Council</b>	Dean Prof.dr.ing. Liviu Miclea