

## SYLLABUS

### 1. Information about the study programme

1.1	Institution	Universitatea Tehnica din Cluj-Napoca
1.2	Faculty	Facultatea de Automatica si Calculatoare
1.3	Department	Automatica
1.4	Field of study	Ingineria Sistemelor
1.5	Cycle of study	licenta
1.6	Program of study/Specialization	Automatica si Informatica Aplicata
1.7	Form of education	IF - invatamant cu frecventa
1.8	Subject code	52.20

### 2. Information about the subject

2.1	Subject name				Personal and Professional Development		
2.2	Course responsible/lecturer				conf. dr. psih. Ionut-Dorin Stanciu ionut.stanciu@dppd.utcluj.ro		
2.3	Teachers in charge of seminars				- - -		
2.4	Year of study	4	2.5	Semester	1	2.6 Assessment	C
2.7 Subject category		Formative category					DC
		Optionality					DO

### 3. Estimated total time

3.1 Number of hours per week	1	of which	3.2 Course	1	3.3 Seminar	0	3.3 Laboratory	-	3.3 Project	-
3.4 Total hours in the curriculum	28	of which	3.5 Course	-	3.6 Seminar	-	3.6 Laboratory	-	3.6 Project	-
3.7 Individual study:										
(a) Textbooks, lecture material and notes, bibliography										8
(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										-
(e) Exams and tests										2
(f) Other activities										-
3.8 Total hours of individual study (sum (3.7(a))...3.7(f)))					22					
3.9 Total hours per semester (3.4+3.8)					50					
3.10 Number of credit points					2					

### 4. Pre-requisites (where appropriate)

4.1	Curriculum	-
4.2	Competence	Baccalaureate level of instruction and general knowledge. Beginner literacy with desktop applications, including Internet utilization

### 5. Requirements (where appropriate)

5.1	For the course	For hybrid and blended learning and instruction: adequate LMS (e.g., MS Teams, Moodle, Canvas, Blackboard, etc.); Internet access; adequate broadcasting, streaming, and videoconferencing
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		technology. For onsite teaching and learning: large classroom/auditorium, video projecting device, large speakers and conferencing technology; classic or digital (interactive) blackboard; flipcharts.
5.2	For the applications Seminar /Laboratory/Project	For hybrid and blended learning and instruction: adequate LMS (e.g., MS Teams, Moodle, Canvas, Blackboard, etc.); Internet access; adequate broadcasting, streaming, and videoconferencing technology. For onsite teaching and learning: large classroom/auditorium, video projecting device, large speakers and conferencing technology; classic or digital (interactive) blackboard; flipcharts.

## 6. Specific competences

Professional competences	C5 - Design, lifecycle management, integration and integrity of hardware, software and communication systems (2 credits). C5.1 - Specifying the relevant criteria regarding the lifetime cycle, quality, security and computing system's interaction with the environment and human operator. C5.2 - Using interdisciplinary knowledge for adapting an information system to application domain requirements. C5.3 - Using fundamental principles and methods for security, reliability and usability assurance of computing systems. C5.4 - Adequate utilization of quality, safety and security standards in information processing. C5.5 - Realization of a project including problem identification and analysis, design and development, while proving the understanding of the basic quality needs and requirements.
Cross competences	TC1 - Honorable, responsible, ethical behavior, in the spirit of the law, to ensure the professional reputation (1 credit)

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

7.1	General objective	To provide the course graduate with a set of competencies, skills and level of knowledge about him/herself which allows the formation of a competitive advantage and to provide to course graduate with a better understanding of his/her current academic status and curriculum.
7.2	Specific objectives	To facilitate domain-specific learning and knowledge acquisition by providing a larger perspective on personal and professional development; To enhance personal determination and academic engagement as a basis for future competitiveness; To allow the course graduate to acquire specific tools and skills needed for personal and professional assessment, engagement, planning, organizing, expression, and networking.

## 8. Contents

8.1. Lecture (syllabus)	Number of hours	Teaching methods	Notes
Qualities and virtues. The desired personality profile	2	Interactive lectures: - Exposition - Discourse - Debating - Case studies - Problem-solving - Heuristic conversations - Role playing	-
Self-constructs. Self-identity, self-confidence, self-esteem,	2		
Self-constructs. locus of control, self-efficacy, independence vs interdependence	2		
Personality (classical approach). The triadic model	2		
Personality (modern approaches). The Big 5, MBI, OCEAN	2		
Emotional Intelligence.	2		
Rationality and mental balance. ABC	2		
Rationality and mental balance. GABS and the REBT model	2		
Rationality and critical thinking. Biases and logical fallacies	2		
Rationality and critical thinking. Critical Thinking	2		
Strategic planning. Instruments (SWOT, PEST, Fishbone)	2		
Communication. Assertiveness (vs. passivity and aggressivity)	2		
Networking and personal branding. CV building. Professional profiles	2		
Networking and personal branding. Professional and learning communities	2		
Bibliography			
-			
Study materials: Course synthesis, Lecture presentations, additional multimedia presentations)			
1. Aggarwal, R. S. (2000). <i>A Modern Approach to Verbal &amp; Non Verbal Reasoning</i> : S.Chand.			
2. Ariely, D. (2009). <i>Predictably Irrational: The Hidden Forces that Shape Our Decisions</i> : HarperCollins Publishers.			
3. Bishop, S. (2013). <i>Develop Your Assertiveness</i> : Kogan Page.			
4. Bolt, M. (2004). <i>Pursuing Human Strengths: A Positive Psychology Guide</i> : Worth Publishers.			
5. Freeley, A. J. (2012). <i>Argumentation and Debate, 13rd ed</i> : Wadsworth/Cengage Learning.			
6. Kahneman, D. (2011). <i>Thinking, Fast and Slow</i> : Farrar, Straus and Giroux.			
7. Lau, J. Y. F. (2011). <i>An introduction to critical thinking and creativity: Think more, think better</i> . Hoboken, N.J.: Wiley.			
8. MTD Training. (2010). <i>Dealing with Conflict and Complaints</i> : MTD Training & Ventus Publishing ApS.			
9. Peterson, C., & Seligman, M. E. P. (2004). <i>Character Strengths and Virtues: A Handbook and Classification</i> : Oxford University Press, USA.			
10.Stanciu, I. D. (2014). <i>Elemente de dezvoltare personală și profesională</i> . Presa Universitara Clujeana.			
11. Stanovich, K. E. (2009). <i>Decision making and rationality in the modern world</i> : Oxford University Press.			
8.2. Seminar /Laboratory/Project	Number of hours	Teaching methods	Notes
-	-		
Bibliography			
- N/A			

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

By completing this course, the course graduate is expected to have acquired a series of specific and general declarative and procedural knowledge, as well as have built a series of competencies, which, in their togetherness contribute to an increased capacity to find employment, communicate professionally and informally, collaborate and work closely with other professionals and non-professional, and an increased ability to promote and capitalize upon personal and professional traits and activities.

**10. Evaluation**

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Course	Standardized written test with multiple choice questions. Collaborative and individual semester projects. Team/collaborative and/or individual projects/homework. Assessment criteria include accuracy/precision, completeness, fluency, and relevance.	Instructor assessment of written tests (quizzes) Instructor- and peer-assessment of Individual and/or group portfolio	100%
10.5 Seminar/ Laboratory/Project	-	-	-
10.6 Minimum standard of performance			
The total weighed score exceeds the equivalent of 5/10 of the final grade. Each assessment exceeds 50% of the allotted grading.			

Date of filling in:		Title First Name Last Name	Signature
05.02.2025	Lecturer	assoc. prof. Ionut-Dorin Stanciu	-
	Teachers in charge of application	- -	-

Date of approval in the department de Automatica	Head of department
- _____	Prof. dr. ing. Honoriu Mugurel Vălean
Date of approval in the faculty de Automatică și Calculatoare	Dean
- _____	Prof. dr. ing. Vlad Mureșan