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	*Management and communication*					
2.2 Subject area	Management					
2.3 Course responsible / lecturer	Lecturer Maier Veronica, PhD - veronica.maier@enm.utcluj.ro					
2.4 Teachers in charge of seminars	-					
2.5 Year of study	IV	2.6 Semester	7	2.7 Assessment	Summative	2.8 Subject category	Compulsory

3. Estimated total time

3.1 Number of hours per week	2	of which, course:	2	applications:	-
3.2 Total hours in the curriculum	28	of which, course:	28	applications:	
a) Individual study					hours
b) Manual, lecture material and notes, bibliography					6
c) Supplementary study in the library, online and in the field					8
d) Preparation for seminars/laboratory works, homework, reports, portfolios, essays					4
e) Tutoring					2
f) Exams and tests					2
g) Other activities					

3.3 Total hours of individual study	22
3.4 Total hours per semester	50
3.5 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

6.1 Professional competences	• Elaboration and implementation of organizational strategies. • Knowledge of the managerial system, as a whole. • Identifying, selecting and using methods/tools for planning, organizing, coordinating, controlling. • Use of databases, information and knowledge in the application of managerial methods, techniques and procedures. • Knowing and understanding the basics of different forms of communication within the organization (written, oral and behavioral communication)
6.2 Cross competences	• Identifying roles and responsibilities in a work team and applying communication techniques and effective work within the team. • Identifying continuous training opportunities and effectively capitalizing on learning resources and techniques for personal development. • Knowledge, understanding, analysis and use of concepts, theories, principles and fundamental methods of administration/management of all company resources, respectively the environment.

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	• Understanding and mastering managerial functions and roles. • Exemplification of concrete situations in which the methods and techniques for substantiating managerial decisions are used. • Acquiring the ability to use the most important management methods and managerial creativity techniques. • Use of effective communication techniques in the group and organization. • Understand the organization's internal and external environment. • Understand the link between leadership and communication.

8. Contents

8.1. Lecture (syllabus)	Teaching methods	Notes
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
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

Bibliography:
1. Bell, A.H., Smith, D.M., Management communication, 2nd ed., John Wiley&Sons Inc., 2006
2. Catana D., Dobra Constantinescu A., Management in Power Point, UTPRES 2004
3. Jones,G.R., George J.M., Contemporary management, Second edition, McGraw-Hill, 2000
4. Nicolescu, O. Fundamentele managementului organizaţiei, Editura Universitară, 2008
5. Young, D.J., Fundations of Business Communication, NcGraw-Hill, 2006

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

The course takes into consideration the requirements and expectations of the business environment.

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%
Applications	-	-	-

Minimum standard of performance:
Requirement for the credits: N>5
For grade 5, students must know the following: the organization's internal and external environment, the four managerial functions, Porter's five competitive forces, the communication process, knowledge related to conflict management in an organization and assertive communication.

Date of filling in: 26.02.2025	Responsible	Title First name Last name	Signature
	Course	Lecturer PhD. Veronica MAIER	
	Applications	-	

Date of approval in the department	Head of department, Prof.dr.eng. Rodica Potolea
Date of approval in the Faculty Council	Dean, Prof.dr.eng. Vlad Mureşan