

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

2. Data about the subject

2.1 Subject name	Management and communication			Subject code	51
2.2 Course responsible / lecturer	Lecturer Maier Veronica, PhD - veronica.maier@enm.utcluj.ro				
2.3 Teachers in charge of seminars / Laboratory/project	-				
2.4 Year of study	IV	2.5 Semester	7	2.6 Type of assessment (E - exam, C - colloquium, V – verification)	C
2.7 Subject category	Formative category: DF – fundamental, DS – specialty, DC – complementary				DC
	Optionality: DOB – mandatory, DOP – optional (alternative), DFA – optional (free choice)				DOB

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, and 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. Expected Learning Outcomes

Knowledge	Describes, identifies, and summarizes fundamental concepts and methods related to management and organizational communication. • Basic concepts of management and managerial functions (planning, organizing, coordinating, controlling) • The internal and external environment of the organization • Organizational structures and managerial roles • Principles and types of business communication (written, oral, behavioral) • Communication processes, barriers, and conflict management concepts • Techniques of assertive communication and professional interaction
Skills	• Identifies and describes managerial functions and their role in organizational processes • Applies basic management methods and techniques in decision-making contexts • Analyzes organizational environments and evaluates their impact on managerial activity • Utilizes effective communication techniques in professional and team settings • Develops and structures written business communication documents (e.g., CVs, reports, letters) • Evaluates communication barriers and proposes appropriate solutions • Applies conflict management strategies in simulated or real organizational situations
Responsibilities and autonomy	• Identifies roles and responsibilities within a team and contributes effectively to collaborative tasks • Applies ethical and professional communication practices in academic and organizational contexts • Demonstrates autonomy in learning by identifying and using relevant resources for personal and professional development • Engages responsibly in teamwork, showing initiative and accountability in task completion • Adapts communication and behavior to different professional contexts and organizational environments

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

8.1 General objective	Understand, assimilate, and use basic management and communication concepts, principles, and techniques
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8.2 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.
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9. Contents

9.1 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 question-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. Fournier, C., 2017. <i>The Manager's Path: A Guide for Tech Leaders Navigating Growth</i>. Sebastopol, CA: O'Reilly Media 4. Jones,G.R., George J.M., Contemporary management, Second edition, McGraw-Hill, 2000 5. Nicolescu, O. Fundamentele managementului organizației, Editura Universitară, 2008 6. O'Rourke, J. S. (2023). <i>Management Communication: A Case Analysis Approach</i> (7th ed.). Routledge 7. Young, D.J., Foundations of Business Communication, NcGraw-Hill, 2006		

10. 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.
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11. Evaluation

Activity type	Assessment criteria	Assessment methods	Weight in the final grade
Course	The students answer open-ended and closed questions; active involvement during the course; continuous assessment throughout the semester through periodic in-class tests.	Written exam, periodic in-class tests, and ongoing assessment of student participation	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: 29.06.2026	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