

SYLLABUS

1. Data about the program of study

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| 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

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|--|---|--------------|---|---|----|
| 2.1 Subject name | Management and communication | | | | |
| 2.2 Course responsible/lecturer | Assist. Prof. Veronica Maier, PhD | | | | |
| 2.3 Teachers in charge of seminars/ laboratory/ project | - | | | | |
| 2.4 Year of study | IV | 2.5 Semester | 1 | 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)

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| 4.1 Curriculum | Not the case |
| 4.2 Competence | Not the case |

5. Requirements (where appropriate)

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

6. Specific competence

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| 6.1 Professional competences | <p>C5 – Designing, managing the lifetime cycle, integrating and ensuring the integrity of hardware, software and communication systems (1 credit)</p> <p>C5.1 - Specifying the relevant criteria regarding the lifetime cycle, quality, security and computing system's interaction with the environment and human operator</p> <p>C5.2 - Using interdisciplinary knowledge for adapting an information system to application domain requirements</p> <p>C5.3 - Using fundamental principles and methods for security, reliability and</p> |
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| | 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 |
| 6.2 Cross competences | CT2 – 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*)

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|-------------------------|---|
| 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"> • 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 | |
| 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. 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 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 |
| - | | | |
| Bibliography - | | | |

* 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 | - | |

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| Date of approval in the department | Head of department Prof.dr.ing. Rodica Potolea |
| Date of approval in the Faculty Council | Dean Prof.dr.ing. Liviu Miclea |