

## SYLLABUS

### 1. Data about the program of study

1.1	Institution	The Technical University of Cluj-Napoca
1.2	Faculty	Faculty of Electrical Engineering
1.3	Department	Electrotechnics and Measurements
1.4	Field of study	Electrical Engineering
1.5	Cycle of study	Bachelor of Science
1.6	Program of study/ Qualification	Electrical System Cluj-Napoca in English language
1.7	Form of education	Full time
1.8	Subject code	44,00

### 2. Data about the subject

2.1	Subject name				Management						
2.2	Subject area				Management						
2.3	Course responsible/lecturer				Lecturer Veronica Maier, PhD <a href="mailto:veronica.maier@enm.utcluj.ro">veronica.maier@enm.utcluj.ro</a>						
2.4	Teachers in charge of seminars				Lecturer Veronica Maier, PhD						
2.5	Year of study	III	2.6	Semester	2	2.7	Assessment	Exam	2.8	Subject category	Compulsory

### 3. Estimated total time

3.1	Number of hours per week	4	3.2	of which, course:	2	3.3	applications:	2
3.4	Total hours in the curriculum	56	3.5	of which, course:	28	3.6	applications:	28
Individual study								hours
Manual, lecture material and notes, bibliography								15
Supplementary study in the library, online and in the field								7
Preparation for seminars/laboratory works, homework, reports, portfolios, essays								20
Tutoring								-
Exams and tests								2
Other activities								-
3.7	Total hours of individual study	44						
3.8	Total hours per semester	100						
3.9	Number of credit points	4						

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

4.1	Curriculum	Not the case
4.2	Competence	Understanding and using economic terminology

### 5. Requirements (where appropriate)

5.1	For the course	<ul style="list-style-type: none"> <li>The existence of multimedia equipment</li> <li>Students must keep their mobile phones turned off or set to silent mode.</li> </ul>
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5.2	For the applications	<ul style="list-style-type: none"> <li>• The existence of multimedia equipment</li> <li>• Students must keep their mobile phones turned off or set to silent mode. The course coordinator sets the deadline for submitting the seminar project in agreement with the students. Requests for extensions are only accepted for objectively justified reasons.</li> <li>• Late submission of the seminar project will incur a penalty of 10% of the allocated value.</li> </ul>
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## 6. Specific competences

Professional competences	<ul style="list-style-type: none"> <li>• Understanding and knowledge of the open system of the organization.</li> <li>• Understanding and knowledge of management functions and the role of communication in exercising them.</li> <li>• Understanding and knowledge of organizational culture: its formation and manifestation.</li> <li>• Understanding and knowledge of the external environment components of the organization.</li> <li>• Understanding and knowledge of the decision-making process and its complexity.</li> <li>• Understanding and knowledge of leadership styles, characteristics, and behaviors.</li> <li>• Understanding and knowledge of written, oral, and behavioral organizational communication forms.</li> <li>• Applying managerial skills and knowledge in group work, especially in frontline management functions.</li> <li>• Demonstrating systemic thinking to identify external opportunities/threats, and internal strengths/weaknesses, and to formulate strategies, allocate tasks, lead groups, and resolve conflicts.</li> <li>• Involvement in decision-making processes related to the workgroup.</li> <li>• Communicating effectively with superiors and colleagues in the organization's interest.</li> <li>• Evaluating personal and group activities to improve performance.</li> </ul>
Cross competences	<ul style="list-style-type: none"> <li>• Responsible application of the principles, norms, and values of professional ethics in performing professional tasks, identifying objectives to be achieved, available resources, work stages, execution times, deadlines, and associated risks.</li> <li>• Collaboration with team members in defining tasks and responsibilities, including the development of innovative projects.</li> </ul>

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

7.1	General objective	Understanding, assimilating, and applying the basic concepts, principles, and techniques of management.
7.2	Specific objectives	<ul style="list-style-type: none"> <li>• Understanding and mastering managerial functions and roles, as well as decision-making and effective communication techniques within groups and organizations.</li> <li>• Understanding the role and importance of management in organizations, also considering the phenomenon of globalization.</li> <li>• Developing students' argumentative skills in various analyzed situations.</li> <li>• Enhancing the ability to synthesize and select the necessary information for solving decision-making situations.</li> </ul>

## 8. Contents

8.1. Lecture (syllabus)		Teaching methods	Notes
1.	The Organization: Definition, Structure, Evolution	Interactive lectures Case studies	2h
2.	Management and Managers of the Organization		2h
3.	The External Environment of the Organization		4h
4.	The Internal Environment of the Organization. Organizational Culture		2h
5.	Decision and the Decision-Making Process		2h
6.	Planning. Strategic Planning		2h
7.	Organizing: Defining and Grouping Positions, Distribution of Power, Establishing the Span of Control, Chain of Command		2h
8.	Coordination: Leadership & Work Motivation		2h
9.	Managerial Control		2h
10.	Organizational Communication		4h
11.	Human Resource Management		2h
12.	Social Responsibility, Efficiency, and Sustainability of Organizations		2h
Bibliography			
1. Drucker, P., The Effective Manager, Hainemann, London, 1979			
2. Kreitner, R., Kinicki, A., Buelens, M., Organizational Behaviour, McGraw Hill, Publishing Company, London, 1999			
3. Lazăr, I., Ilieș, L., Lungescu, C.D., Mortan, Maria, Popa, Mirela, Vereș, V., Managementul firmei, RISOPRINT, CLUJ-NAPOCA, 2006, P. 247			
4. Nicolescu, V., Verboncu, I., Management, Ed. Economică, București, 1999			
5. D. Catana, A. Dobra, Management in powerpoint, UT Pres, 2004			
6. Nicolescu, O., (coord.) Strategii manageriale de firmă, Editura Economică București, 1996			
8.2. Applications/Seminars		Teaching methods	Notes
1.	Introductory Seminar	Examples, discussions, case studies, brainstorming, problem-solving, issues, and exercises	2h
2.	Managerial Roles		2h
3.	PESTEL Analysis		2h
4.	Porter's Model		2h
5.	SWOT Analysis		2h
6.	Vision, Mission, SMART Objectives		2h
7.	Gantt Chart		2h
8.	Critical Point and Decision Trees		2h
9.	Decision Problems under Risk Conditions		2h
10.	Process Analysis		2h
11.	Economic and Financial Indicators		2h
12.	Recap Seminar		2h
13.	Project Presentations		4h
Bibliography			
1. Vereș, V., Mortan, Maria, Lazăr, I., Rațiu, Patricia-Iulia, Suci Leonina , Provocări manageriale. Gândește, Decide, Acționează. Studii de caz și aplicații, RISOPRINT , CLUJ-NAPOCA, 2011.			
2. D. Catana, Management. Probleme decizionale, Editura UT Pres Cluj, 2002			

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

In line with the requirements of the labor market, the course will provide students with the necessary knowledge to analyze and interpret economic phenomena and processes taking place within companies—by relating to the specific characteristics and influencing factors of the Romanian business environment.

**10. Evaluation**

Activity type	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
Course	Answering Closed and Open Questions	Written exam	60%
Applications/ Seminars	Seminar Activity Evaluation	Evaluations during the seminar and project presentation	40%
10.4 Minimum standard of performance			
<p>Requirement for the credits: N&gt;5</p> <p>To achieve a grade of 5, the student must demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Basic understanding of the concept of management, the role of a manager, and managerial responsibilities.</li> <li>• Ability to perform a simple analysis of the organizational environment and utilize basic evaluation tools.</li> <li>• Practical application of fundamental management functions, including Planning, Organizing, Coordinating, and Controlling.</li> <li>• Knowledge of the essential elements of the communication process within an organization.</li> </ul>			

Date of filling in: September 2024	Titulari	Title/ Surname/ Name	Signature
	Course	Lecturer Veronica Maier, PhD	
	Applications/Seminars	Lecturer Veronica Maier, PhD	

Approval Date by the Department Council September 2024	Head of Department: Prof. Eng. MICU Dan Doru, PhD
Approval Date by the Faculty of Electrical Engineering Council September 2024	Dean Assoc. Prof. Eng. Andrei Cziker, PhD