

**MANAGEMENTUL INSTITUȚIILOR EDUCAȚIONALE /
MANAGEMENT OF EDUCATIONAL INSTITUTIONS
MASTERAT / MASTER**

DSI.DO.01.01 DREPT EDUCAȚIONAL / *Educational Law* (ANUL I, SEM. I)

3 hours/week, ECTS credits: 7

Content: Educational Right; Educational juridical norm; Juridical Status of Didactic Staff; The right for Education: constitutional guarantee; Romanian and European educational system – public and private; Academic governance; Quality in education; Romanian involvement to the Educational institutions of the European Council; European Qualification Frame EQF.

**DSI.DO.01.02 MANAGEMENTUL INSTITUȚIILOR SOCIO-EDUCATIVE /
*Management of Social - Educational Institutions*** (ANUL I, SEM. I)

4 hours/week, ECTS credits: 7

Content: management: introduction; Public management – peculiarities of decision system; methods and techniques in educational management; managerial functions of the institution; human resources management within educational system; management of the educational organizations; management of evaluations and quality in education; management of higher education institutions.

DAP.DO.01.03 LIMBA STRĂINĂ (ENGLEZĂ) 1 / *Foreign Language (English) 1* (ANUL I, SEM. I)

4 hours/week, ECTS credits: 6

Content: Communication. Types. Meetings and Greetings. Time and Place. Descriptions. Actions and Reactions.

DAP.DO.01.03 LIMBA STRĂINĂ (FRANCEZĂ) 1 / *Foreign Language (French) 1*
(ANUL I, SEM. I)

4 hours/week, ECTS credits: 6

Content: Introduction; The place of French language in contemporary world; Likes;Portarits; Me and the others; Sport and health; Work; Family; Childhood.

DAP.DO.02.01 LIMBA STRĂINĂ (ENGLEZĂ) 2 / *Foreign Language (English) 2* (ANUL I, SEM. II)

2 hours/week, ECTS credits: 4

Content: The World Around US; The World Within; Socialising; Jobs and Careers; Teacher - Student Communication

DAP.DO.02.01 LIMBA STRĂINĂ (FRANCEZĂ) 2 / *Foreign Language (French) 2* (ANUL I, SEM. II)

2 hours/week, ECTS credits: 4

Content: Real history; A day in Paris; Music; meetings; Contacts; Hollydays; Love; Way of life; Work; Leisure time; The age of soul.

DSI.DO.02.02 MANAGEMENT COMPARAT / *Comparative Management* (ANUL I, SEM. II)

4 hours/week, ECTS credits: 7

Subiectul cursului (în română și în engleză – maxim 500 caractere)

Content: Comparative management- introduction; Culture influences on management; Methodology in comparative management; management in North America; Canada; SUA; Management in Asia – Japan; Taiwan; Thailanda; China; Euro - management; European Union; Euro -management and euro-managers;

DSI.DO.02.03 ETICA EDUCAȚIEI ȘI FORMĂRII / *Education and Training Ethics* (ANUL I, SEM. II)

3 hours/week, ECTS credits: 7

Content: The discipline aims to introduce students to the ethical and professional culture of the teaching profession, forming the ethical beliefs and training skills necessary for practicing teaching, the interpreting and judging of the teaching activities from professional perspective, the development and implementation of the strategies to solve difficult educational situations, the attainment of the ability to work with the offer of ethical-professional culture, fight the facts, attitudes, behaviors, actions incompatible with the ethics of the teaching profession, accountability of responsibility in accordance with the values and principles of the professional ethics

DSI.DO.02.04 METODOLOGIA CERCETĂRII ÎN ȘTIINȚELE SOCIO-UMANE / *Research Methodology in Social and Human Sciences* (ANUL I, SEM. II)

3 hours/week, ECTS credits: 7

Content: The purpose of the course is to develop the knowledge and skills specific to the design and conduct the educational research. The topics are:

- Research teaching – thematics and openings, perspectives,
- The design and conduct of the research,
- Methods of research (observations, psychopedagogical experiment, survey, questionnaire, interview, case study, sociometric methods),
- Processing of the results of the statistical techniques,
- Methods of presentation and exploitation of the research results.

DAP.DO.01.04 COMUNICARE INTERPERSONALĂ ȘI GESTIUNEA GRUPULUI / *Interpersonal Communication and Group Management* (ANUL I, SEM. I)

2 hours/week, ECTS credits: 5

Content: Communication with superiors; communication in guidance; emphatic communication; communication for evaluation the employee work; interview for performane evaluation; Transactional Analyzis Model; Organization and sustaining a public discourse.

DSI.DO.01.05 COMUNICARE VERBALĂ ȘI NONVERBALĂ / *Verbal and nonverbal communication* (ANUL I, SEM. I)

2 hours/week, ECTS credits: 5

Subiectul cursului (în română și în engleză – maxim 500 caractere)

Content: The definition of communication; forms of human communication; horizontal and vertical communication; verbal communication; nonverbal communication; para-verbal communication; subjective and instrumental communication; written and oral communication; communication functions; barriers to communication.

DAP.DA.01.08 PSIHOPEDAGOGIE ȘI DIDACTICĂ: DIFICULTĂȚI DE ÎNVĂȚARE / *Psychopedagogy and Didactics: Learning Difficulties* (ANUL I, SEM. I)

2 hours/week, ECTS credits: 5

Content: Learning difficulties: history and conceptual framing; educational policies regarding the education for children with learning disabilities; theories and models; the psychic process involved in learning process; typology of learning disabilities; etiology of LD; Learning disabilities in relation to school life; learning disabilities in relation to read and write; mathematical learning disabilities; inclusive education.

DAP.DA.01.09 DIDACTICĂ: VALORI ȘI CIVILITATE / *Didactic: Values and civility* (ANUL I, SEM. I)

2 hours/week, ECTS credits: 5

Content: The discipline addresses a set of issues of the axiology of education, aiming to form the capacities to analyze the educational practices in terms of values, the internalization of a set of values, norms and principles as benchmarks for training students from axiological perspective, the initiation in the issue of change of emphasis in the values , cultural patterns, the axiological dimension in structuring and conveying educational content, the methodology of axiological training of students with emphasis on value civility

DAP.DA.02.05 MANAGEMENTUL RESURSELOR UMANE ÎN ORGANIZAȚIILE SOCIO-EDUCATIVE / *Management of Human Resources in Social - Educational Organisations* (ANUL I, SEM. II)

2 hours/week, ECTS credits: 5

Content: General considerations upon human resources and management of human resources; theoretical backgrounds for human resources management; Human resources Management activities; Recruiting and selection of HR; Motivation of HR; Career management; Human Resources Management – organization and responsibilities

DAP.DA.02.06 SOCIOLINGVISTICĂ APLICATĂ / *Applied Sociolinguistics* (ANUL I, SEM. II)

2 hours/week, ECTS credits: 5

SECOND DAY

DSI.DO.03.01 **GESTIUNEA FINANCIARĂ A ORGANIZAȚIILOR SOCIO-EDUCATIVE / *Financial Management of Social and Educational Organisations*** (ANUL II, SEM. I)

4 hours/week, ECTS credits: 7

Content: Budgetary process within public institutions; Budgeting process; Financial mechanism; Public debt; Organization, functionality and control of the public financing in Romania;

DAP.DO.03.02 **FACTORI INDIVIDUALI ȘI PSIHOPEDAGOGICI AI ÎNVĂȚĂRII ȘI FORMĂRII ADULȚILOR / *Individual and Psychosocial Factors of Adults' Learning and Training*** (ANUL II, SEM. I)

3 hours/week, ECTS credits: 7

Content: Adult education; Romanian system of adult education; learning at adult age; factors of adult learning; new environment for adult education and learning; counseling for adult education and learning.

DSI.DO.03.03 **INFORMARE ȘI PERFEȚIONARE PRIN INTERMEDIUL CALCULATORULUI/ *Information and Training via Computer*** (ANUL II, SEM. I)

3 hours/week, ECTS credits: 6

Content: The course covers both theoretical and practical aspects in the field of applied informatics. Skills concerning computer structure and operating manner and also text editing, tabular calculus and presentations are acquired. Also networking elements, internet acces programs, serch engines, searching strategies and web page structure end editing notions are presented too. The students will gain hand-on experience with the, package Microsoft Office during the laboratory activity.

DAP.DO.03.04 **LIMBA STRĂINĂ (ENGLEZĂ) 3 / *Foreign Language (English) 3*** (ANUL II, SEM. I)

2 hours/week, ECTS credits: 5

Content: Actions. Reactions. Interactions; Tips for maximising the Effectiveness of Communication Activities; Education; Discursive Operations; Didactic Games;

DAP.DO.04.01 **LIMBA STRĂINĂ (ENGLEZĂ) 4 / *Foreign Language (English) 4*** (ANUL II, SEM. II)

2 hours/week, ECTS credits: 5

Content: Types of questions; Key-Issues in Education; Aut and About; Oral English; Communication in the Classroom.

DAP.DO.03.04 LIMBA STRĂINĂ (FRANCEZĂ) 3 / *Foreign Language (French) 3*
(ANUL II, SEM. I)

2 hours/week, ECTS credits: 5

Content: In France; Traveling; Self- biography; Cultures; Memmories;

DAP.DO.04.01 LIMBA STRĂINĂ (FRANCEZĂ) 4 / *Foreign Language (French) 4* (ANUL II, SEM. II)

2 hours/week, ECTS credits: 5

Content: Family relationships; Written press; Television; Health; The country; The science; Education.

DSI.DO.04.02 ADMINISTRAREA ȘI OPTIMIZAREA INSTITUȚIILOR DE ÎNVĂȚĂMÂNT (O SĂPTĂMÂNĂ PRACTICĂ DE CERCETARE) / *Management and Optimization of Educational Institutions (one-week research training)* (ANUL II, SEM. II)

2 hours/week, ECTS credits: 7

DAP.DO.04.03 ACTIVITATE DE CERCETARE PENTRU ELABORAREA DISERTAȚIEI (TREI SĂPTĂMÂNI PRACTICĂ DE CERCETARE) / *Research Activity Dissertation (two-week research training)* (ANUL II, SEM. II)

2 hours/week, ECTS credits: 8

DAP.DO.04.04 MANAGEMENTUL CLASEI DE ELEVI / *Classroom Mangement* (ANUL II, SEM. II)

3 hours/week, ECTS credits: 5

Content: A systemic approach of classroom management; teacher stress and students behavior problems. Theories and models of classroom management. Relationships management in the classroom. Disruptive behavior management in the classroom. Strategies for the prevention of problematic behaviors. Functional analysis of problematic behavior. Modification techniques of problematic behaviors in the classroom. Parents education for developing and practicing positive discipline techniques

DAP.DO.03.07 EDUCAȚIE EMOȚIONALĂ / *Emotional Education* (ANUL II, SEM. I)

2 hours/week, ECTS credits: 5

Content: Affective life and education; Emotional education: theory and conceptual framing; social-emotional development of child; emotional intelligence; social intelligence; finalities of emotional education; the emotional awareness; emotions and interpersonal relationships; emotional management – emotional regulation strategies; emotional communication – conflict solving; primary prevention in school; design for emotional education activities; evaluation the emotional education activities.

DAP.DO.03.08 COMUNICARE CULTURALĂ ȘI LINGVISTICĂ ÎN SPAȚIUL EUROPEAN / *Cultural and Linguistic Communication in the European Area* (ANUL II, SEM. I)

2 hours/week, ECTS credits: 5

Content: Communication, culture, language; The European world as unity within diversity; the European cultural and linguistic sources: Antiquity; Middle Age; Modern Age; Influence cultural and linguistic; communication between languages; Latin language; Romanic languages; German languages; The interference of the linguistic influences within European space.

DAP.DA.04.05 METODE PEDAGOGICE CLASICE ȘI MODERNE ÎN FORMAREA PROFESORILOR / *Metode Pedagogice Clasice Și Moderne În Formarea Profesorilor* (ANUL II, SEM. I)

3 hours/week, ECTS credits: 5

Content: The teacher: role and status within contemporary society; the training of teachers; European dimensions in teachers training; didactic methodology for teachers training – from classic to modern; classical and alternative evaluation methodology for teacher's` competences.

DAP.DA.04.06 PSIHOLOGIA COMUNICĂRII (ANUL II, SEM. II)

3 hours/week, ECTS credits: 5

Content: Psychology: applications; Cognitive processes; Language; Imagination and imaginary; Communication: model, process and perspectives; theory of communication; communication within mass media; process, context, power and intentionality within communication.