

Transilvania University of Braşov, Romania

Study program: Human Resources Training and Management in Education

Faculty: Psychology and Education Sciences

Study period: 2 years (master)

1st Year

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Advanced Theories in Developmental Psychology	TAPD	8	2	2	-	-

Course description (Syllabus): Cognitive development - advanced theories. Social context and personality development - advanced theories. Moral development - advanced theories. Attachment Development - advanced theories. Adolescent development - advanced theories. Adult development - advanced theories.

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Communication Competencies in Management and Training	CCMF	6	1	2	-	-

Course description (Syllabus): Communication - Conceptual Clarifications. The principles and axioms of communication. School in Palo Alto. Communication models (technical, linguistic, psycho-sociological, public communication) - peculiarities in different contexts. Specificity and efficiency of communication in terms of counselling. Systemic Theory of communication - features in different contexts. Psychological factors in communication; interpersonal perception. Transactional Analysis - communication theory - peculiarities in different context. Technical questions for clarification and enrichment of communication - Meta Model language.

Course title	Code	No. of credits	Number of hours per week			
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Promoting Schools and Training Courses	PISCF	7	2	1	-	-

Course description (Syllabus): Promote schools and training courses - the place and role of the subject for adults' education and training for school management. Marketing in educational services. Education within market economy context. The need for education and demand for studying. Factors of studying demand (demographic, economic, educational, psychological, psychosocial). Costs for training of human resources in education. Costs of opportunity in educational services. Promotion within the marketing mix (the 4Ps of marketing - product, price, placement, promotion). Strategies and techniques to promote schools, training providers and educational programs. Promotion techniques. Advertising versus publicity. Using social media as a communication strategy and promotion in education. Marketing Plan. Personal Branding and positioning of branding.

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Leadership and Team Management	LME	6	1	2	-	-

Course description (Syllabus): Here is the translation into English: Team and Teamwork – Conceptualization (Definition and characteristics of a team; Team versus group – differences; Why and when are teams important; Types of teams); Team Development (Stages of team development; Processes and behaviours specific to team development stages; Tools for leaders); Roles within the Team; Team Efficiency (From types of professional relationships to types of teams;

Diversity of team members; Dysfunctions of teamwork and models of team efficiency); Team Consolidation – Team Building Process; Elements of Team Leadership; Team leader – models, typologies; Team management – processes at the team level.

Course title	Code	No. of credits	Number of hours per week			
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Ethics and Academic Integrity	EIA	3	1	-	-	-

Course description (Syllabus): Academic ethics in the 21st century: necessity and finalities. The moral values of the University and the rules of conduct arising from them. Code of ethics and University deontology of UniTBv. Norms of academic ethics in assessment situations. Academic writing: contemporary requirements and norms in the field. Ethics in the elaboration of dissertation work. Plagiarism and other forms of dishonesty in academic writing. Ethical aspects in university relations.

Course title	Code	No. of credits	Number of hours per week			
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Human Resource and Relationship Management in Education	MRRUE	6	2	1	-	-

Course description (Syllabus): Specific relational context in adults' education field. General management issues. Communication within human relation involved in adults' education. Types of human relations in education. Specific features of human relations in education. Human resources in education. General management issues. Determinants of the quality of human relations in education: self-image, experiential learning, old skills and their influences in new situations, competence profile, stress, time management. Development of human relations in education: key aspects and managerial issues: team and team management, meetings and their management; conflict management. Interculturality – a reality of the contemporary world.

Course title	Code	No. of credits	Number of hours per week			
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Particularities of adults learning. Training and self-training	PADFA	7	2	1	-	-

Course description (Syllabus): Pedagogy versus Andragogy. Cognitive development of adult. Motivation. Adults As Learners – Principles of adult learning. Behavioural theories of learning. Cognitive theories of learning. Socio-constructivist theories of learning. Transformative learning. Experiential learning. Adult learning styles; Learning Tips for Effective Instructors

Course title	Code	No. of credits	Number of hours per week			
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Professional development and training management	DPMF	6	2	1	-	-

Course description (Syllabus): Learning organization and organizational learning; professional training of adults; Professional Training Program – conception, structure; The process of professional orientation and integration of employees within the organization – key element in the process of training and development; The process of continuous training at the level of the educational institution – ways and legislative aspects; Continuous training providers; Ways of training and learning at work; The role of mentoring, coaching and tutoring processes in career development

Course title	Code	No. of credits	Number of hours per week			
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Qualitative Research Methods	MCC	6	2	1	-	-

Course description (Syllabus): Methods of human knowledge; Types of psychological research. Qualitative research: concepts, design, sampling. Qualitative / participatory observation. Qualitative interview. Focus Group – qualitative group interview. Case Study. Qualitative analysis of data.

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Coaching in Education (optional subject)	CE	5	1	1	-	-

Course description (Syllabus): Coaching theory: concepts and basic elements of the process; Structure of the coaching process; Creation of resource-centred processes; Individual coaching; Coaching for groups and teams; Conflict management; Elaboration, presentation of resource-centred projects.

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Management of change and crisis situations in education (optional subject) (optional subject)	MSSCE	5	1	1	-	-

Course description (Syllabus): Introduction; Change and change management; Changes in education – typology; The process of change (stages and roles involved); Definition of a Crisis; The school crisis management team; Preparatory work for school crisis management; School crisis management and psychological support; The flow chart of crisis management and support.

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Metaphor and Body Expression (optional subject)	MEC	5	1	1	-	-

Course description (Syllabus): **Learning Unit 1.** Metaphor as a method of learning, consolidation and evaluation. Definition of metaphor in a pedagogical context. Exemplifying the use of metaphor. Highlighting the formative role of metaphor in education. The need for a SWOT analysis on any construction of metaphor in the educational field. **Learning Unit 2.** Strengthening the use of metaphor by applying the method to content in: The fundamentals of psychology. The fundamentals of pedagogy. Features of Developmental Psychology. etc.

2nd Year

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Policies and legislation in education	PLE	6	1	1	-	-

Course description (Syllabus): Introduction. Policies in education; Need to know labour legislation within the educational field. Core concepts: physical person; civil legal capacity of a person; legal liability; principles, conditions, and forms of legal liability. Individual employment contract: concept, specific traits, types, composing and signing a contract. Individual employment contract, content, accomplishment, and termination. Working and rest time. Income in education. Health and safety at work. The application of labour laws in education. Case studies.

Course title	Code	No. of credits	Number of hours per week			
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Theory and Methodology of Assessment in Adult Education (Adult Training)	TMEEAI P	7	2	1	-	-

Course description (Syllabus): Core concepts. Evaluation within curricular context. Inter- connections of the five elements of a learning situation. Evaluation as a learning context. Evaluation in adult education: specificity. Strategy and tactic in adult education. Methodology of assessment- application.

Course title	Code	No. of credits	Number of hours per week			
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Design of Methodical Activities. Investigation in the Practical Field (Educational Management)	DAMIP	7	2	1	-	-

Course description (Syllabus): Methodical activities - conceptual delimitations. Formal education -non formal education - European and transatlantic dimension. Formal education - formal education - national dimensions. The role of programs and projects of international cooperation in developing methodical activities. Analysis of needs. Specifics of methodical activities in the Romanian educational system. Designing methodical activities: on specialized subjects; at the chair; at school level; with educational partners; at county and national level. Importance of training the human resources focused on educational activities.

Course title	Code	No. of credits	Number of hours per week			
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Observational Internship (monitored) in Educational Institutions	SOIE	5	-	4	-	-

Course description (Syllabus): National Qualifications Authority (NCA). Classification of occupations in Romania (COR). Occupational standard / vocational training standard: conception and significance in the development of vocational training programmes. Legislative documents specific to the activity of continuous professional training of adults. Preparation of documents for the authorization / accreditation of a training course. Analysis of training offers by providers of continuous training.

Course title	Code	No. of credits	Number of hours per week			
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Project management (optional subject)	MPR	5	1	1	-	-

Course description (Syllabus): The concept of project management and educational programmes' management, their typology. Life cycles of a project. The structure of projects and educational programmes (aim, objectives, activities, results, evaluation, resources: material, human, and financial). The project team. Project management strategies. Partnership and volunteerism in educational programmes. Capitalization of educational programmes.

Course title	Code	No. of credits	Number of hours per week			
			course	seminar	laboratory	project
Training Programs in E-Learning Context (optional subject)	PFEL	5	1	1	-	-

Course description (Syllabus): Introduction to e-learning. Specific elements of distance education: curriculum, calendar of activities, support materials, specific methods of teaching, learning and assessment. E-learning platform for adult education. Concrete modalities to accomplish the adult education programs. SWOT analysis, comparative analysis of full-time study mode, in terms of quality parameters.

Course title	Code	No. of credits	Number of hours per week			
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Design and organization of adult education programs. Investigation in the practical field	POPEAIP	7	2	1	-	-

Course description (Syllabus): Psychological and pedagogical basics of adults training (experiential learning, dispositional and situational factors of learning). Methodology of adults learning, professional didactics in organizations. Recognition of non-formal and informal learning acquisitions in Europe and Romania.

Course title	Code	No. of credits	Number of hours per week			
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Curriculum Management. Investigation in the Practical Field (Educational Management)	MCIP	7	2	1	-	-

Course description (Syllabus): Knowledge Society - Society of Learning. Internationalization – Globalization. Information – knowledge. Explicit knowledge - silent/ tacit knowledge. Knowledge and understanding. Learning society, based on knowledge. Theoretical aspects related to the concept of curriculum. Curriculum concept. Key concepts - twin concepts. Curriculum design and the consequences of uncertainty, ambiguity, and amateurism. Curriculum: definition, perspectives - Analysis Plans and resulted hypostases. Perspectives of curriculum definition - resultant analysis plans and hypostases. The pyramidal model of the curriculum. Competencies as expressions of educational outcomes. Individualized and personalized curriculum.

Course title	Code	No. of credits	Number of hours per week			
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Quality Management in the Educational Context	MCCE	6	1	1	-	-

Course description (Syllabus): Conceptual elements regarding procedural management and quality improvement in pre-university institutions and universities. Procedural approach of the activities from pre-university institutions and universities. Fundamental concepts concerning procedural management and quality management in education. Promoters of change in pre-university institutions and universities. Quality management (establishing quality policies, establishing quality objectives, quality planning, quality monitoring, quality improvement). Procedural management of quality assurance. Functions of quality management. Models of systems of quality management implemented in educational institutions. Total quality management.

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Experiential Internship in the Professional Field	SEDP	5	-	3	-	-

Course description (Syllabus): Centre for Adult Education (CAE)- functions and roles. Designing the strategy of adults training Specificity for each CAE and factors of influence. Designing the tactical level of adults training. Specificity for each CAE. Shadowing training activities. Managerial functions, activities, and roles in the educational institutions. Managerial documents and instruments used in the management of educational institutions: managerial strategic and operational projects, institutional developmental project, organization structural and functional chart, internal regulations, managerial reports etc. Organization and activities of the school comities: didactic comity, quality assurance comity, etc. Communication system inside school establishments. School ethos (extracurricular activities, cultural manifestations, etc.).

Course title	Code	No. of credits	Number of hours per week			
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Applied Research in Experiential Field. Elaboration of the Dissertation	CADE	5	1	2	-	-

Course description (Syllabus): How we select a research topic for the dissertation. The structure of the dissertation. The conceptual model of the research. Citation style for the research. The research design of the dissertation. Statistical data processing. How to Interpret Research Results. How to Use Research Results in the experiential field (adult training).