COURSE SYLLABUS

1. Information about the program

1.1 Higher Education Institution	Babeş-Bolyai University Cluj-Napoca
1.2 Faculty	European Studies
1.3 Department	European Studies and Governance
1.4 Field of study	International Relations and European Studies
1.5 Study level	Master
1.6 Programme of study/ Qualification	European Affairs and Project Management

2. Information about the discipline

2.1 Module	**English for Project Management**					
2.2 Course holder		**Dr. Delia Pop-Flanja**, Lecturer				
2.3 Seminar holder		**Dr. Delia Pop-Flanja**, Lecturer				
2.4 Year of study	1	2.5 Semester	2	2.6. Type of assessment[1]	E	2.7 Type of module[2]	OB

3. Total estimated time (teaching hours per semester)

3.1 No. of hours per week	3	3.1 of which for course	2	3.3 of which for seminar	1
3.4 Total no. of hours in the curriculum	42	3.5 of which for course	28	3.6 of which for seminar	14
Time distribution:			6 X 25 = 150/14 = 11		Hours
Study by using handbook, reader, bibliography and course notes					4
Additional library/specialised online research, field research					2
Preparation of seminars/laboratories, homework, projects, portfolios and essays					2
Tutoring					1
Examinations					1
Other activities:					1

3.7 Total no. of hours for individual study	7
3.8 Total no. of hours per semester	150
3.9 No. of ETCS credit points	6

4. Prerequisites (where applicable)

4.1 of curriculum	•
4.2 of competencies	• English – B1/B2

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[1] E - exam, ME - multi-term examinations, C - collocutional examination/assessment test
[2] OB - core module, OP - elective module, F - extracurricular module

5. Conditions (where applicable)

5.1 For the development of the course	• minimal attendance: 75%
5.2 For the development of the seminar/laboratory	• minimal attendance: 75%

6. Specific skills acquired

Professional skills	• **To utilize business English and project management terminology, at an advanced level** • **To provide assistance in the area of project management, international negotiation and mediation between groups with divergent interests** • **To provide assistance in the management of relations within organisations and institutions involved in European and international processes**
Interdisciplinary skills	• **To manage information pertaining to the resolution of complex tasks in context (reception, transmission, modification and storage of information in specific documents), also by using an international language at an intermediate or advanced level** • **To apply effective multidisciplinary team work techniques at various hierarchical levels** • **To objectively perform a self-assessment of the need for professional training aimed at insertion and adaptability to the requirements of the labour market**

7. Course objectives (based on list of acquired skills)

7.1 General objective	• to develop the English language competencies required to manage projects in an international business context, with a focus on delivering the English language skills necessary in order to ensure successful control and delivery of projects.
7.2 Specific objectives	• to increase students' adaptability to a wide range of communication situations, • to develop the range of vocabulary utilised by students in the domain of project management, • to develop practical abilities necessary in applying English to appropriate project management methodologies and techniques.

8. Contents

8.1 Course	Teaching methods	Observations
Course Introduction and overview	PPT presentation,, brainstorming	
Language for managing and informing internal and external parties involved in the project – clients, committees, boards and sponsors	PPT presentation, interactive presentation	
Language for meetings and negotiations	PPT presentation Examples, identification exercise	
Language for presenting information	PPT presentation Case studies, analyses	
Using English to communicate with remote teams	PPT presentation examples, identification	

	exercise	
Discussing what constitutes a project and what makes a successful project	PPT presentation, multimedia presentation, brainstorming	
Setting clear project objectives, goals and specifications in English	PPT presentation, interactive presentation, brainstorming, analysis	
Using English to improve your contribution and effectiveness within a project team	PPT presentation interactive presentation	
Building and managing successful project teams and working relationships in English	PPT presentation, interactive presentation, brainstorming, analysis	
Language for motivation and for creating and contributing to a positive team culture	PPT presentation, multimedia presentation, brainstorming	
Delegating with confidence in English	PPT presentation, examples from various cultures, brainstorming	
The language of managing conflict and difficult situations	PPT presentation, multimedia presentation	
Working with contracts	PPT presentation, case studies	
Final revision and course feedback	Feedback session	

Compulsory bibliography
1. Cleland, David, and Gareis, Roland, *Global Project Management Handbook: Planning, Organizing and Controlling International Projects, Second Edition : Planning, Organizing, and Controlling International Projects*, McGraw Hill Professional, 2006.
2. Mascull, Bill, *Market Leader Advanced business English : Teacher's resource book*, Pearson Longman, 2011.
3. European Commission *, Project Cycle Management Manual*, ECHO, June 2005, http://ec.europa.eu/echo/files/partners/humanitarian_aid/fpa/2003/guidelines/project_cycle_mngmt_en.pdf
4. Project Management Institute, *Project Management Terminology: Multilingual Version*, 2006.
5. Talbot, Fiona, *Make an Impact with Your Written English. How to Use Word Power to Impress in Presentations, Reports, PR and Meetings*, Kogan Page, 2009.

Optional bibliography
1. EuroTermBank *, Towards Consolidation of European Terminology Resources,* edited by Signe Rirdance and Andrejs Vasiļjevs, Riga, 2006.
http://www.eurotermbank.com/download/EuroTermBank_Towards_Consolidation_of_European _Terminology_Resources.pdf
2. Smartsheet *, The Complete Glossary of Project Management Terminology*
https://www.smartsheet.com/complete-glossary-project-management-terminology

8.2 Seminar / Laboratory	Teaching methods	Observations
Seminar introduction and language level assessment	Presentation of contents, student feedback	
Managing others – tasking, delegating and feedback	Cases for class analysis, group work, identification, explanations, factsheets	
Planning and scheduling in English	Cases for class analysis, group work, identification, explanations	
Discussing and clarifying roles, responsibilities and accountability	Individual contributions, group work	

| Reporting status and updates | Simulation, group work, individual presentations, brainstorming | |
| Final revision | Individual presentations, feedback session | |

Compulsory bibliography
1. Blair English, *Vocabulary for project management overviews exercise*, http://www.blairenglish.com/exercises/projects/exercises/project_overview/project_overview.html
2. Business English Pod , *English for Project Management*, https://www.businessenglishpod.com/category/project-management/
3. The CompTIA Project+ , *Glossary of Standard Project Management Terms*, http://www.geam.org.py/V2/docs/200907131332100.Glossary.pdf
4. Wallwork, Adrian, *Meetings, Negotiations, and Socializing: A Guide to Professional English*, Springer, 2014.
5. Wyatt, Rawdon, *Check Your English Vocabulary for Business and Administration* , 4th edition, London, A & C Black Publishers Ltd, 2007.

Optional bibliography
1. Onestopenglish, *Business skills bank: Project management*, http://www.onestopenglish.com/business/business-skills-bank/project-management/

9. The correspondence between the content of the course and the expectations of the academic community, professional associations and representative employers in the field:

- This course aims to develop essential abilities meant to foster the students' integration into the professional environment, by means of developing their English language knowledge in the domain of Project Management. Presented in an interactive manner, the contents are up-to-date, the teaching methods are modern and the involvement of students is constant. Moreover, the course makes use of knowledge students have acquired from other courses within the curriculum and it is meant to facilitate the comprehension of other subjects in the field, from a terminological/linguistic point of view.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course	Knowledge about the course	Written exam	4p.
10.5 Seminar/Laboratory	Activity during seminars	Continuous evaluation	3p.
	Individual presentation	Oral evaluation	2p. + 1 point
10.6 Minimum standard of performance			
• active attendance at 25% of seminars			
• accurate presentation of the file, ability to answer medium-difficulty questions			

Date   Course holder signature   Seminar holder signature

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Date of departmental approval   Head of department signature

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