

SYLLABUS

1. Program data

1.1 Higher education institution	Technical University of Cluj - Napoca
1.2 Faculty	Civil Engineering
1.3 Department	Buildings and Management
1.4 Field of study	Civil Engineering
1.5 Cycle of study	Bachelor of Science
1.6 Program of study / Qualification	Civil Engineering
1.7 Form of education	IF – Full time
1.8 Subject code	23.00

2. Course data

2.1 Course title	Management and administration of construction works (I)						
2.2 Subject area	Civil Engineering						
2.3 Course responsible	Lecturer Dorin MAIER PhD eng. PhD ec. dorin.maier@ccm.utcluj.ro						
2.4 Seminar responsible	Lecturer Dorin MAIER PhD eng. PhD ec.						
2.5 Year of study	II	2.6 Semester	1	2.7 Evaluation type	Colocviu	2.8 Course regime	DD DI

3. Total estimated time

3.1 Number of hours / week	3	from which: 3.2 course	2	3.3 Seminar	1
3.4 Total hours in the curriculum	100	from which: 3.5 course	28	3.6 Seminar	14
Distribution of Time Fund					hours
Study by manual, course support, bibliography and notes					20
Additional documentation in the library, on electronic platforms and on the field					20
Training seminars / laboratories, themes, papers, portfolios, essays					7
Tutoring					9
Assessment					2
Other activities.....					-
3.7 T Total hours of individual study	58				
3.8 Total hours on semester	100				
3.9 Number of credits	4				

4. Preconditions (where applicable)

4.1 from curriculum	Not applicable
4.2 of competence	Not applicable

5. Conditions (where applicable)

5.1. for the course	Room equipped with video projector. Students will not attend lectures, works with open mobile phones. Also, telephone conversations will not be tolerated during the course, nor students leaving the classroom to pick up personal phone calls.
5.2. for the applications	Not applicable

6. Specific competences

Professional competences	<p>Selection formulation and operation in professional communication with basic concepts, theories, methods and principles of construction management.</p> <p>After covering the course topic the students will understand: the importance of management in constructions, to understand the management's functions, the importance of estimation in construction projects, the importance of norms in constructions</p> <p>Apply basic principles and methods for planning, scheduling, and managing companies under qualified assistance.</p> <p>After studying the discipline, the students will be able to: prepare a feasibility study, use the norms for price estimation, estimate the resources for a construction project</p>
Transversal Competences	<p>CT1 Applying responsibly the principles, norms and values of professional ethics in carrying out the professional tasks and identifying the objectives to be achieved, the available resources, the stages of work, the execution times, the implementation deadlines and the related risks.</p> <p>CT2 Identifying roles and responsibilities in a multidisciplinary team and applying effective relationship and work techniques within the team.</p>

7. Course objective (as results from the key competences gained)

7.1 General objective	Developing the competencies regarding the price estimation in constructions
7.2 Specific objective	Accomplishing theoretical knowledges concerning price estimation in constructions.

8. Content

8.1 Course	Teaching methods	Observations
1. Introduction to management in constructions	Power Point presentation	Video Projector
2. The investment process: phases, parties, pre-feasibility study		
3. The feasibility study, aprovals, agreements, planning certificate		
4. Technical project for the construction works. Building approval.		
5. Public works bidding.		
6. Economic documentation for construction works. Particularities of prices in constructions.		
7. Phases in forming the price for construction works. Estimate norms indicators. Corrected norms. Local norms.		
8. Pre-estimation. List of quantities. Resources lists.		
9. Unit prices for estimation articles: materials, workforce, equipment		
10. Evaluations for transport costs, manual or mechanized handling of materials. Alternative methods for estimation unit prices.		
11. Estimations in construction works. Estimations softs: INTELSOFT.		
12. Workforce norms: deffinition, types, time and production norms.		
13. The structure of the norms. Gouvernamental norms. Local norms.		
7. Combined norms		
References		

Chiorean, T., – Prețul lucrărilor de construcții, UTPress 2004, Cluj-Napoca Hossu, T. și colectiv, – Managementul firmelor de construcții, UTPress 2002, Cluj-Napoca. Ivana Maksimovic CRX, Construction Administration & Construction Management, ICSC European Retail Property School, July 2014, Berlin, Germany. Olli Ilveskoski, Seppo Niittymaki, Construction Management, Hame University of Applied Science, 2015, Finland		
8.2 Seminar / laboratory / project	Teaching methods	Observations
Subject presentation: economic documentation for a building	Lecturing, Application	
List of activities. Technological report		
Framing the activities in the estimation indicators		
Developing the pre-estimation		
Developing the pre-estimation		
Developing the pre-estimation		
Presentation of the work		
References Chiorean, T., – Prețul lucrărilor de construcții, UTPress 2004, Cluj-Napoca Ivana Maksimovic CRX, Construction Administration & Construction Management, ICSC European Retail Property School, July 2014, Berlin, Germany. Olli Ilveskoski, Seppo Niittymaki, Construction Management, Hame University of Applied Science, 2015, Finland Cost estimation indicators		

9. Corroborating the contents of the discipline with the expectations of the epistemic community representatives, associations, professionals and employers in the field related to the program

The contents of the course cover fundamental themes which ensure the familiarization of the students with the subject specific to the discipline.
 The content of the discipline is addressed in an interdisciplinary way so as to stimulate the initiative, independence in thinking, critical analysis and creative thinking, which underlie the training of students for the necessary competences in the scientific research in the field, the professional and transversal competencies necessary for the graduates to efficiently and creatively solve the problems and new working situations.

10. Assessment

Activity type	10.1 Assessment criteria	10.2 Assessment method	10.3 Final mark share
10.4 Course	Theory questions	Written part – 2 hours	70 %
10.5 Seminar	Application mark	Project presentation	30 %
OBS: The written test is followed by an oral assessment (assessment of the papers in presence of the students).			
10.6 Minimum performance standard			
The written part assessment is conditioned by a minimum presence on the course during the semester and by presenting and passing the applications works			

Date of completion: 13.09.2018	Teachers	Title First name NAME	Signature
	Course	Șef. I. dr. ec. dr. ing. Dorin MAIER	
	Application	Șef. I. dr. ec. dr. ing. Dorin MAIER	

Date of endorsement in CCM Department Council

Director of the CCM Department
Conf.dr.ing. Claudiu ACIU

Date of approval at the Faculty of Civil Engineering Council

Dean
Conf.dr.ing. Nicolae CHIRA