

SYLLABUS
Practical training

1. Information on academic programme

1.1. University	"1 Decembrie 1918" University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Undergraduate
1.6. Academic programme / Qualification	Business Administration/ 242102 Process improvement specialist, 242104 Process manager, 242110 Economic performance planning, control and reporting specialist

2. Information of Course Matter

2.1. Course		Practical Training		2.2. Code		BA 126	
2.3. Course Leader/ Seminar Tutor			Dragolea Larisa-Loredana				
2.4. Seminar Tutor			-				
2.5. Academic Year	I	2.6. Semester	II	2.7. Type of Evaluation (E – final exam/C-examination /VP)	C	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	4	3.2. course		3.3. seminar, laboratory	4
3.4. Total number of hours in the curriculum	56	3.5. course		3.6. seminar, laboratory	56
Allocation of time:					hours
Individual study of readers					5
Documentation (library)					4
Home assignments, Essays, Portfolios					8
Tutorials					-
Assessment (examinations)					2
Other activities.....					-

3.7 Total number of hours for individual study	19
3.9 Total number of hours per semester	75
3.10 Number of credits	3

4. Prerequisites (where applicable)

4.1. about curriculum	<i>Courses from previous semesters: eg. Management</i>
4.2. about competences	<i>Competences provided by the above mentioned courses</i>

5. Requisites (where applicable)

5.1. course-related	-
5.2. seminar/laboratory-based	<i>The practice will take place at the premises/sites of economic operators with which practical arrangements are concluded at institutional level.</i>

6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Professional competences	<p>C1. Knowledge and understanding of the fundamental concepts, theories and methods in the field and specialty area; their adequate use in professional communication;</p> <p>C1.1. Description of the economic paradigms, concepts and theories about the influence of external environment on enterprise/organization</p> <p>C2.1. Identification of the concepts and economic theories associated to the enterprise</p> <p>C3.1. Identification of the economic implications associated to a unit functioning and administration in enterprise/organization</p> <p>C4.1. Identification and description of the concept of planning, organization, coordination and control of human resource activity</p> <p>C5.1. Description of the concepts, theories and methodologies for database administration specific to the field of business administration</p> <p>C2. Use of the fundamental knowledge in order to explain and interpret various types of concepts, situations, processes, projects, etc. associated to the field</p> <p>C1.2. Explanation and interpretation of the relation of economic influence exerted by the external environment on enterprise/organization</p> <p>C2.2. The explanation and interpretation of the relations between the entities of an enterprise/organization</p> <p>C3.2. Explanation and interpretation of the social and economic implications associated to a unit functioning and administration in an enterprise/organization unit</p> <p>C4.2. Explanation and interpretation of the concept of planning, organization, coordination and control of human resource activity</p> <p>C5.2. Quantitative and qualitative explanation and interpretation of the information extracted from databases</p> <p>C3. Application of fundamental problem solving methods and principles for well defined, typical situations in the field with qualitative assistance</p> <p>C1.3. The application of adequate tools for the analysis of the influence of external environment on enterprise/organization</p> <p>C2.3. Application of adequate tools in solving problems about the relations between the enterprise/organization units</p> <p>C3.3. Application of specific tools for analysis of an enterprise/organization unit functioning</p> <p>C4.3. The problem solving process for specific situations in the human resource activity: recruitment, selection, motivation, salary, work program, forming</p> <p>C5.3. Application of the adequate tools for specific data analysis in the field of business administration</p> <p>C5. The process of drawing up projects with methods and principles in the field</p> <p>C1.5. Drawing up of a research project about the influence of external environment on enterprise/organization</p> <p>C2.5. Drawing up of an analysis about the relations with economic implications between the enterprise/organization units</p> <p>C3.5. Drawing up of a study about an enterprise/organization unit functioning and administration</p> <p>C4.5. Project substantiation in human resource recruitment, selection, motivation, and payment in the field of business administration</p> <p>C5.5. Drawing up of a research project associated to the field of business administration with specific databases</p>
Transversal competences	-

7. Course objectives (as per the programme specific competences grid)

7.1 General objectives of the course	<p>To know the real conditions for developing touristic activity or activities in another field of services, to see which the usual developed operations are, to familiarize the student with the specific documents, etc.</p> <p>To deepen and complete the accumulated knowledge, to familiarize the students with the mode of applying the theoretical knowledge acquired during the education</p>
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	process in economic units, and to form new practical skills for the specific problems in the field of business initiation, development, and administration
7.2 Specific objectives of the course	To familiarize the students with the economic environment (mainly with services), to identify the connections between the theoretical and practical knowledge, and to instruct themselves about the complex issues of the economic activity; Explanation and interpretation (explanation and interpretation of ideas, projects, processes, and the theoretical and practical knowledge in the field of the discipline); To develop communication and orientation competences in the real economic area; Correct use of the documents and the modes of carrying them out;

8. Course contents

8.1 Practical training	Teaching methods	Observations
<ul style="list-style-type: none"> - <i>Company general presentation</i> - <i>Brief history</i> - <i>Shareholder structure and type of property</i> - <i>Object of activity – presentation</i> - <i>Organisation structure (staff, flowchart, internal regulations, job descriptions, functional relations within the company, company communication system)</i> - <i>Evolution of microeconomic indicators at company level for the last 3 years (turnover, profit, profit installment, debt, liquidity ratio, due liquidity ration, solvency)</i> - <i>Presentation of the relations with the clients and their administration</i> - <i>Presentation of the relations with the suppliers</i> <p><i>Final remarks on the aspects under analysis</i></p>	<i>Team work</i>	<i>56 practical hours</i>
8.2 Bibliography http://193.231.35.9/7upload/101_3155_aa_1.pdf		

9. Corroboration of course contents with the expectations of the epistemic community's significant representatives, professional associations and employers in the field of the academic programme

According to the market requirements, the course provides the students with the possibilities and skills needed.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight of the final grade
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10.4 Course	- answers at exam/ colloquy/ practical works - certified applicative activities/lab/practical works/project, etc.. - tests during the semester - homework – for control	Oral examination	100%
10.5 Seminar	-	-	-
	-	-	-
10.6 Minimum performance standard: Obtaining minimum 5 (five).			
<i>C 1. Knowledge and understanding of the fundamental concepts, theories and methods in the field and speciality area;</i>			
<i>C5. Drawing up professional projects with methods and principles acknowledged in the field..</i>			

Fill in date
04.09.2019

Approval date in departament
5.09.2019

Course titular's signature,
PhD Assoc.Prof. Dragolea Larisa-Loredana

Department director's signature,
PhD Assoc.Prof. Gavrilă-Păven Ionela