

SYLLABUS

1. Information on academic programme

1.1. University	“1 Decembrie 1918”
1.2. Faculty	Faculty Of Sciences
1.3. Department	Economic Science and Business Administration
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Undergraduate
1.6. Academic programme / Qualification	Business Administration

2. Information of Course Matter

2.1. Course		Management		2.2. Code		BA121	
2.3. Course Leader/ Seminar Tutor			Mălina Cordoș				
2.4. Seminar Tutor			Mălina Cordoș				
2.5. Academic Year	I	2.6. Semester	II	2.7. Type of Evaluation (E – final exam/C-examination /VP)	E	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	F

3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	3	3.2. course	2	3.3. seminar, laboratory	1
3.4. Total number of hours in the curriculum	42	3.5. course	28	3.6. seminar, laboratory	14
Allocation of time:					Hours
Individual study of readers					30
Documentation (library)					10
Home assignments, Essays, Portfolios					27
Tutorials					2
Assessment (examinations)					2
Other activities.....					-

3.7 Total number of hours for individual study	83
3.8 Total number of hours in the curriculum	42
3.9 Total number of hours per semester	125
3.10 Number of ECTS	5

3. Prerequisites (where applicable)

4.1. curriculum-based	
4.2. competence-based	

4. Requisites (where applicable)

5.1. course-related	<ul style="list-style-type: none"> - for courses: slides, informative materials - for students: edited course - technical equipment: laptop, video projector
5.2. seminar/laboratory-based	<ul style="list-style-type: none"> - for seminar: informative materials - technical equipment: laptop, video projector

5. 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 the specialty area; their adequate usage 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 economic concepts and theories associated to the enterprise/organisation</p> <p>C3.1 Identification of the economic implications associated to the unit functioning and administration in enterprise/organization</p> <p>C4.1. Identification and description of the concepts of planning, organization, coordination and control in human resource activity</p> <p>C5.1. Description of 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. 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 enterprise/organization</p> <p>C4.2. Explanation and interpretation of the concepts of planning, organization, coordination and control in human resource activity</p> <p>C5.2. Quantitative and qualitative explanation and interpretation of the items of information extracted from the databases</p> <p>C3. Application of fundamental methods and principles for solving well defined, typical situations/problems in the field with qualified assistance</p> <p>C1.3. Application of adequate tools for the analysis of the influence of external environment on enterprise/organization</p> <p>C2.3. Application of adequate tools for solving problems related to 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/situation solving process specific to the human resource activity: recruitment, selection, motivation, salary, work program, forming</p> <p>C5.3. Application of adequate tools for data analysis specific to the field of business administration</p> <p>C.4. Adequate use of the standard assessment methods and criteria employed in order to evaluate the quality, merit, and limits of several processes, programs, projects, concepts, methods and theories</p> <p>C1.4. Critical and constructive assessment of explanation and/or problem solving situations related to the relation of economic influence exerted by the external environment on enterprise/organization</p> <p>C2.4. Critical and constructive assessment of the explanation and/or problem solving situations related to the enterprise/organization functioning</p> <p>C3.4. Critical and constructive assessment of the explanation and/or problem solving situations related to the enterprise/organization unit functioning and administration</p> <p>C4.4. Estimation of the human resource needed in accordance with the enterprise/organization activity volume and efficacy</p> <p>C5.4. Critical and constructive assessment of the tools needs for data processing and analysis</p> <p>C5. The drawing up of professional projects with methods and principles acknowledged 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 established between the enterprise/organization units</p> <p>C3.5. Drawing up of a study about and enterprise/organization unit functioning and administration</p> <p>C4.5. Project substantiation with regard to the human resource recruitment, selection, motivation, and payment in the field of business administration</p> <p>C5.5. Drawing up a research project associated to the field of business administration with specific databases</p>
Transversal competences	

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

7.1 General objectives of the course	<i>To develop the student's capacity to use specific concepts of management in the economic practical activity</i>
7.2 Specific objectives of the course	<ul style="list-style-type: none"> - to provide the minimum knowledge in the field of strategic management - to form a managerial economic thinking with strategic management - to assimilate systems, methods and techniques specific to the general management

7. Course contents

8.1 Course (learning units)	Teaching methods	Remarks
Course no 1. Management: definition, object of study <ul style="list-style-type: none"> -definition - management processes - management relations - general principles for company management - definition and components of the company management system 	Lectures Conversation Examples	
Course no 2. Company management: general principles <ul style="list-style-type: none"> - management principles - definition and components of the company management system 	Lectures Conversation Examples	
Course no. 3. Management evolution at world level and in Romania <ul style="list-style-type: none"> - general outlines about the forming and development of management science - approaches of management in the world - Romanian management 	Lectures Conversation Examples	
Course no. 4. Management functions in a company <ul style="list-style-type: none"> - prevision -organization -coordination -training -control - assessment -interdependencies and dynamics of the management functions 	Lectures Conversation Examples	
Course no. 5 Company processual organization <ul style="list-style-type: none"> - company organization: definition - processual organization: definition and components -company functions 	Lectures Conversation Examples	
Course no. 6. Company structural organization <ul style="list-style-type: none"> - concept of organizational structure - components of the organizational structure - organizational structures: classification - modes of presenting the company's structural organization - the interdependence between formal and informal organisation 	Lectures Conversation Examples	
Course no 7. Modes of presenting the organizational structure of an enterprise <ul style="list-style-type: none"> - flowchart - types of flowcharts - flowchart construction - interdependence between formal and informal organisation 	Lectures Conversation Examples	
Course no. 8. Company decision making system <ul style="list-style-type: none"> - concept of managerial decision - primary factors of the managerial decision - definition and structure of the decision making system - decision making methods and techniques 	Lectures Conversation Examples	
Course no. 9. Company information system <ul style="list-style-type: none"> - definition - components - functions - reasoning - deficiencies 	Lectures Conversation Examples	

Course no. 10. Management systems, methods and techniques - the concept of system and method - management system typology, methods and techniques	Lectures Conversation Examples	
Course no 11. General management methods and systems - management by objectives - management by projects - management by budget - management by product - management by exception - participative management	Lectures Conversation Examples	
Course no. 12. Specific management methods and systems - diagnosis - meeting - delegation - bord table	Lectures Conversation Examples	
Curs 13. Methods for stimulating creativity - brainstorming - sinectica - Phillips 66 - discovery matrix - Delbecq method - Delphi method	Lectures Conversation Examples	
Course no. 14. Managers and the managerial science - manager's definition - managers' qualities, knowledge and aptitudes - types of managers and managerial styles - management and leadership	Lectures Conversation Examples	

8.2 References

- A. Hinescu, M. Ludușan, M. Cordoș, *Managementul resurselor umane. Teste. Studii de caz*, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. I. Achim, C. Moisă, M. Cordoș, L. Cocoli, I. Gavrilă – Paven, *Managementul întreprinderilor mici și mijlocii din sectorul serviciilor. Concepte. Probleme. Studii de caz*, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. Cordoș, C. Moisă, L. Cocoli, I. Gavrilă - Paven, *Managementul general al întreprinderii. Teste. Probleme. Sudii de caz*, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. I. Achim, C. Moisă, M.Cordoș, *Managementul unităților de comerț, turism și servicii*, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2006
- E. Burduș et al., *Managementul schimbării organizaționale*, Economic Publishing House, Bucharest, 2003
- O. Nicolescu, I. Verboncu, *Managementul organizației*, Economic Publishing House, Bucharest, 2007
- O. Nicolescu, I. Verboncu, *Management*, Economic Publishing House, Bucharest, 2001
- O. Nicolescu, *Management comparat*, Economic Publishing House, Bucharest, 2001
- O.Nicolescu, I. Verboncu, *Metodologii manageriale*, Tribuna Economică Publishing House, Bucharest, 2001
- O.Nicolescu, L.Nicolescu, *Economia, firma și managementul bazate pe cunoștințe*, Economic Publishing House, Bucharest, 2005
- W.D.Rees, C.Porter, *Arta managementului*, Technical Publishing House, Bucharest, 2005
- M.L. Sageț, *Managerul intuitiv*, Economic Publishing House, Bucharest, 2004.

Seminars-laboratories	Teaching methods	
1. Classic and modern definitions of management. Management – art and science	Conversation Examples	
2. Company functions	Conversation Examples	
3. Management functions	Conversation Examples Tests	
4. Organisational relations in a company. The managerial communication system	Conversation Examples	
5. Company decision making system	Conversation Examples	
6. Managerial methods of participative creativity	Conversation Examples	
7. Types of managers and management styles. Manager's personality	Conversation Examples	

References

- A. Hinescu, M. Ludușan, M. Cordoș, **Managementul resurselor umane. Teste. Studii de caz**, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. I. Achim, C. Moisă, M. Cordoș, L. Cocii, I. Gavrilă – Paven, **Managementul întreprinderilor mici și mijlocii din sectorul serviciilor. Concepte. Probleme. Studii de caz**, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. Cordoș, C. Moisă, L. Cocii, I. Gavrilă - Paven, **Managementul general al întreprinderii. Teste. Probleme. Studii de caz**, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2005
- A. Hinescu, M. I. Achim, C. Moisă, M. Cordoș, **Managementul unităților de comerț, turism și servicii**, Series Didactica, "1 Decembrie 1918" University of Alba Iulia, 2006
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- O. Nicolescu, I. Verboncu, **Metodologii manageriale**, Tribuna Economică Publishing House, Bucharest, 2001
- O. Nicolescu, L. Nicolescu, **Economia, firma și managementul bazate pe cunoștințe**, Economic Publishing House, Bucharest, 2005
- W. D. Rees, C. Porter, **Arta managementului**, Technical Publishing House, Bucharest 2005
- M.L. Saget, **Managerul intuitiv**, Economic Publishing House, Bucharest, 2004.

1. 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

The course content is adapted to the present legislative framework and might contribute to the forming of specialists in the economic field, in general, with application to the organisational management, in particular. The course content meets the employees' current practical needs.

2. Assessment

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	<i>Final evaluation</i>	<i>Written test examination</i>	70%
	-	-	-
10.5 Seminar/laboratory	<i>- Correctness and completeness in drawing up of a practical works</i>	<i>Verification during the semester Practical works/Written papers</i>	30%
	<i>- Paper scientific content</i>		-
	<i>- Involvement in approaching seminar topics</i>		
10.6 Minimum performance standard:			
To demonstrate competence in:			
<ul style="list-style-type: none"> - role identification and importance of practicing management in organisations - defining the concepts specific to the field of management - company management description 			

Remarks:

Submission date

Lecturer Cordoș Mălina Ph. D. Candid.

Course leader signature

Lecturer Cordoș Mălina Ph. D. Candid.

Seminar tutor signature

Date of approval by Department members

Department director signature