

## SYLLABUS

### 1. Information on academic programme

1.1. University	<b>"1 Decembrie 1918"</b>
1.2. Faculty	<b>Faculty Of Sciences</b>
1.3. Department	<b>Economic Science and Business Administration</b>
1.4. Field of study	<b>Business Administration</b>
1.5. Cycle of Study	undergraduate
1.6. Academic programme / Qualification	<b>Business Administration</b>

### 2. Information of Course Matter

2.1. Course	<b>Business Negotiation Technique</b>		2.2. Code	<b>BA211</b>			
2.3. Course Leader	Dragolea Larisa						
2.4. Seminar Tutor	Maican Silvia						
2.5. Academic Year	<b>II</b>	2.6. Semester	<b>I</b>	2.7. Type of Evaluation (E – final exam/C-examination /VP)	<b>E</b>	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	<b>C</b>

### 3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	<b>3</b>	3.2. course	<b>2</b>	3.3. seminar, laboratory	<b>1</b>
3.4. Total number of hours in the curriculum	<b>42</b>	3.5. course	<b>28</b>	3.6. seminar, laboratory	<b>14</b>
Allocation of time					hours
Individual study of readers					<b>30</b>
Documentation (library)					<b>27</b>
Home assignments, Essays, Portfolios					<b>37</b>
Tutorials					-
Assessment (examinations)					<b>2</b>
Other activities.....					-

3.7 Total number of hours for individual study	<b>96</b>
3.8 Total number of hours in the curriculum	<b>42</b>
3.9 Total number of hours per semester	<b>138</b>
3.10 Number of ECTS	<b>4</b>

### 4. Pre-conditions (if such be the case)

4.1. curriculum-based	<i>1. Management – AA 114</i>
4.2. competence-based	

### 5. Requisites (where applicable)

5.1. course-related	Room equipped with video projector / board
---------------------	--

5.2. seminar/laboratory-based	Laboratory – computer, Software: Visual Studio 2010, BorlandC, Internet access.
-------------------------------	---

## 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	<i>To develop the student's capacity to use negotiation tactics and techniques</i>
7.2 Specific objectives of the course	<ul style="list-style-type: none"> <li>- <i>to transmit to the students the theoretical and methodological fundamentals of negotiation in the field of business administration</i></li> <li>- <i>to present the specific concepts, relations, techniques, and procedures in the field of business negotiation</i></li> <li>- <i>to identify and to exercise the capacity to negotiate in the</i></li> </ul>

## 8. Course contents

8.1 Course (learning units)	Teaching methods	Remarks
1. Negotiation – form of communication	<i>Lecture, discussions</i>	4 hours
2. Negotiation strategies	<i>Lecture, discussions</i>	4 hours
3. Negotiation tactics	<i>Lecture, discussions</i>	4 hours
4. Counteraction manipulation techniques	<i>Lecture, discussions</i>	2 hours
5. Negotiation techniques	<i>Lecture, discussions</i>	4 hours
6. Non-verbal communication	<i>Lecture, discussions</i>	2 hours
7. International negotiations	<i>Lecture, discussions</i>	4 hours
8. International negotiation styles	<i>Lecture, discussions</i>	4 hours

## 8.2 References

- CORNELIUS, H., FAIRE, SH., *ȘTIINȚA REZOLVĂRII CONFLICTELOR*, SCIENTIFIC AND TECHNICAL PUBLISHING HOUSE, BUCHAREST, 1996
- CURRY, J.E., *NEGOCIERI INTERNAȚIONALE DE AFACERI*, TEORA, BUCHAREST, 2000
- DEAC, I., *INTRODUCERE ÎN TEORIA NEGOCIERII*, PAIDEIA, BUCHAREST, 2002
- DOBRESCU, ANDREI; TURCU, FULVIA, *MODELE DE CONTRACTE DE AFACERI ÎN ROMANA ȘI ENGLEZA*, BUCUREȘTI: NICULESCU, 1999
- GEORGESCU, T., CARAIANI, GH., *MANAGEMENTUL NEGOCIERII AFACERILOR, UZANȚE – PROTOCOL*, LUMINA LEX PUBLISHING HOUSE, 1999
- GRABER, DORIS A., *THE POWER OF COMUNICATION: MANAGING INFORMATIONS IN PUBLIC ORGANIZATIONS*, WASHINGTON: CQ PRESS, 2003
- KENNEDY, G., *NEGOCIEREA PERFECTĂ*, NATIONAL PUBLISHING HOUSE, BUCHAREST, 1998
- LESIKAR, RAYMOND V.; PETTIT, JOHN D.; DARSEY, NANCY S. *HOUSTON BUSINESS COMMUNICATION: THEORY AND APPLICATION*, DAME PUBLICATIONS, INC, 1993
- MALIȚA, M., *TEORIA ȘI PRACTICA NEGOCIERILOR*, POLITICAL PUBLISHING HOUSE, BUCHAREST, 1972
- MECU, GH., *TEHNICA NEGOCIERII ÎN AFACERI*, GENICOD, BUCHAREST, 2001
- PISTOL, GH., PISTOL, LUMINIȚA, *NEGOCIERI COMERCIALE – UZANȚE ȘI PROTOCOL*, ECONOMIC TRIBUNE (TRIBUNA ECONOMICĂ) PUBLISHING HOUSE, BUCHAREST, 2000
- PRUTIANU, ȘT., *MANUAL DE COMUNICARE ȘI NEGOCIERE ÎN AFACERI*, VOL.I, POLIROM PUBLISHING HOUSE, IAȘI, 2000
- PRUTIANU, ȘT., *MANUAL DE COMUNICARE ȘI NEGOCIERE ÎN AFACERI*, VOL.II, POLIROM PUBLISHING HOUSE, IAȘI, 2000
- SCHELLING, TH. C., *STRATEGIA CONFLICTULUI*, INTEGRAL PUBLISHING HOUSE, BUCHAREST, 2000
- SHELL, R., G., *STRATEGII DE NEGOCIERE PENTRU OAMENII REZONABILI*, CODECS, BUCHAREST, 2005

## Seminars-laboratories

1. Negotiation, form of communication	Conversation, Examples, Team work, Role playing	
2. Negotiation strategies	Conversation, Examples, Team work, Role playing	
3. Negotiation tactics	Conversation, Examples, Team work, Role playing	
4. Business manipulation tactics	Conversation, Examples, Team work, Role playing	
5. Negotiation techniques	Conversation, Examples, Team work, Role playing	
6. Non-verbal communication	Conversation, Examples, Team work, Role playing	
7. International negotiation and international negotiation	Conversation, Examples, Team work, Role playing	

## References

- Alexe C., *Teoria comunicării și negocierii*, Course notes, University of Bucharest, 2008
- Cornelius, H., Faire, Sh., *Știința rezolvării conflictelor*, Scientific and Technical Publishing House, Bucharest, 1996
- Curry, J.E., *Negocieri internaționale de afaceri*, Teora, Bucharest, 2000
- Deac, I., *Introducere în teoria negocierii*, Paideia, Bucharest, 2002
- Georgescu, T., Caraiani, Gh., *Managementul negocierii afacerilor, uzanțe – protocol*, Lumina Lex Publishing House, 1999

6. Hiltrop, J.-M., Udall, Sheila, *Arta negocierii*, Teora Publishing House, Bucharest, 1999
7. Kennedy, G., *Negocierea perfectă*, National Publishing House, Bucharest, 1998
8. Malița, M., *Teoria și practica negocierilor*, Political Publishing House, Bucharest, 1972
9. Mecu, Gh., *Tehnica negocierii în afaceri*, Genicod, Bucharest, 2001
10. Pistol, Gh., Pistol, Luminița, *Negocieri comerciale – uzanțe și protocol*, Economic Tribune (Tribuna Economică) Publishing House, Bucharest, 2000
11. Popa, I. (coord.), *Tranzacții comerciale internaționale*, Economic Publishing House, Bucharest, 1997
12. Popa, I., *Negocierea comercială internațională*, Economic Publishing House, Bucharest, 2006
13. Prutianu, Șt., *Manual de comunicare și negociere în afaceri*, vol.I, Polirom, Iași, 2000
14. Prutianu, Șt., *Manual de comunicare și negociere în afaceri*, vol.II, Polirom, Iași, 2000
15. Schelling, Th. C., *Strategia conflictului*, Integral Publishing House, Bucharest, 2000
16. Scott, B., *Arta negocierii*, Technical Publishing House, Bucharest, 1996
17. Shell, R., G., *Strategii de negociere pentru oamenii rezonabili*, Codecs, Bucharest, 2005
18. Thompson, Leigh, *Mintea și inima negociatorului. Manual complet de negociere*, Meteor Press, Bucharest, 2006

**9. Corroboration of the course content with the expectations of the representatives of epistemic communities, professional associations and representative employees in the field of the programme**

*The course content is adapted to the present legislative framework and might contribute to the formation of various negotiation skills. The course content corresponds to the employees' current practical needs.*

**10. 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 paper</i>	70%
	-	-	-
10.5 Seminar/laboratory	<i>Continuous assessment</i>	<i>Laboratory activities portfolio</i>	30%
	-	-	-

**10.6 Minimum performance standard:**

**C1.** Knowledge and understanding of the fundamental concepts, methods, and theories in the field and speciality area; their adequate use in professional activity

Submission date

Course leader signature

Seminar tutor signature

.....

.....

Date of approval by Department members

Department director signature

.....

.....