

## SYLLABUS

2021/2022

1st Year of Study/ Summer Semester

### 1. Information on academic programme

1.1. University	"1 Decembrie 1918" University of Alba Iulia
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/ Business administration / 242102 Process improvement specialist, 242104 Process responsible, 242110 Specialist in economic performance planning, control and reporting

### 2. Information of Course Matter

2.1. Course	Management		2.2. Code	BA 121			
2.3. Course Leader/ Seminar Tutor	PhD. Lecturer Dârja Mălina						
2.4. Seminar Tutor	Ph. D. Asist. Nichita Anca						
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	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					33
Documentation (library)					36
Home assignments, Essays, Portfolios					10
Tutorials					2
Assessment (examinations)					2
Other activities.....					-

3.7 Total number of hours for individual study	83
3.9 Total number of hours per semester	125
3.10 Number of ECTS	5

### 4. Prerequisites (where applicable)

4.1. curriculum-based	
4.2. competence-based	

### 5. Requisites (where applicable)

5.1. course-related	- for courses: slides, informative materials - for students: edited course - technical equipment: laptop, video projector
5.2. seminar/laboratory-based	- for seminar: informative materials - technical equipment: laptop, video projector

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

Professional competences	<b>C1. Knowledge, and understanding of the fundamental concepts, theories and methods in the field and the specialty area; their adequate usage in professional communication;</b> <b>C2. Use of the fundamental knowledge in order to explain and interpret various types of concepts, situations, processes, projects, etc. associated to the field</b> <b>C3. Application of fundamental methods and principles for solving well defined, typical</b>
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	<p>situations/problems in the field with qualified assistance</p> <p><b>C4. 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</b></p> <p><b>C5. The drawing up of professional projects with methods and principles acknowledged in the field</b></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 specific concepts of management in the economic practical activity</i>
7.2 Specific objectives of the course	<ul style="list-style-type: none"> <li>- Understanding the basic concepts of management: management process, management relationships, management functions, management system, management methods and techniques</li> <li>- Identification and description of the concepts of forecasting, organizing, coordinating, training and evaluating the control of the activity of an organization</li> <li>- Explaining and interpreting the concepts of forecasting, organizing, coordinating, training and evaluating the control of the activity of an organization</li> <li>- Identification of the economic implications associated with the operation and administration of a subdivision of the organization</li> <li>- Applying the appropriate instrumentation to solve a problem regarding the relations between the subdivisions of the organization</li> <li>- Application of the specific instrumentation for analyzing the functioning of a subdivision of the organization</li> <li>- Identification and description of the concepts of procedural and structural organization of an organization</li> <li>- Explaining and interpreting the main components of the organizational and procedural organization of an organization</li> <li>- Applying the appropriate tool for solving a problem aiming at the process and structural organization of an organization</li> <li>- Solving specific problems / situations regarding the organization of a company or an organizational subdivision thereof</li> <li>- Identification and description of the main management subsystems of an organization</li> <li>- Explaining and interpreting the main management subsystems of an organization</li> </ul>

### 8.Course contents

8.1 Course (learning units)	Teaching methods	Remarks
<b>Course no 1. Management: definition, object of study</b> -definition - management processes - management relations - general principles for company management - definition and components of the company management system	Lectures Conversation	Students may use printed course support or other library resources for information 2 hours
<b>Course no 2. Company management: general principles</b> - management principles - definition and components of the company management system	Lectures Conversation	Students may use printed course support or other library resources for information 2 hours
<b>Course no. 3. Management evolution at world level and in Romania</b> - general outlines about the forming and development of management science - approaches of management in the world - Romanian management	Lectures Conversation Video support Analyses, case studies	Students may use printed course support or other library resources for information 2 hours
<b>Course no. 4. Management functions in a company</b> - prevision	Lectures Conversation	Students may use printed course support or other library

<ul style="list-style-type: none"> <li>-organization</li> <li>-coordination</li> <li>-training</li> <li>-control - assessment</li> <li>-interdependencies and dynamics of the management functions</li> </ul>	<p>Video support Analyses, case studies</p>	<p>resources for information 2 hours</p>
<p>Course no. 5 <b>Company processual organization</b></p> <ul style="list-style-type: none"> <li>- company organization: definition</li> <li>- processual organization: definition and components</li> <li>-company functions</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 6. <b>Company structural organization</b></p> <ul style="list-style-type: none"> <li>- concept of organizational structure</li> <li>- components of the organizational structure</li> <li>- organizational structures: classification</li> <li>- modes of presenting the company's structural organization</li> <li>- the interdependence between formal and informal organisation</li> </ul>	<p>Lectures Conversation Analyses, case studies</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no 7. <b>Modes of presenting the organizational structure of an enterprise</b></p> <ul style="list-style-type: none"> <li>- flowchart</li> <li>- types of flowcharts</li> <li>- flowchart construction</li> <li>- interdependence between formal and informal organisation</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 8. <b>Company decision making system</b></p> <ul style="list-style-type: none"> <li>- concept of managerial decision</li> <li>- primary factors of the managerial decision</li> <li>- definition and structure of the decision making system</li> <li>- decision making methods and techniques</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 9. <b>Company information system</b></p> <ul style="list-style-type: none"> <li>- definition</li> <li>- components</li> <li>- functions</li> <li>- reasoning</li> <li>- deficiencies</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 10. <b>Management systems, methods and techniques</b></p> <ul style="list-style-type: none"> <li>- <b>the</b> concept of system and method</li> <li>- management system typology, methods and techniques</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no 11. <b>General management methods and systems</b></p> <ul style="list-style-type: none"> <li>- management by objectives</li> <li>- management by projects</li> <li>- management by budget</li> <li>- management by product</li> <li>- management by exception</li> <li>- participative management</li> </ul>	<p>Lectures Opponent dialogue Problem solving</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 12. <b>Specific management methods and systems</b></p> <ul style="list-style-type: none"> <li>- diagnosis</li> <li>- meeting</li> <li>- delegation</li> <li>- bord table</li> </ul>	<p>Lectures Conversation Examples Problem solving Opponent dialogue</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Curs 13. <b>Methods for stimulating creativity</b></p> <ul style="list-style-type: none"> <li>- brainstorming</li> <li>- sinectica</li> <li>- Phillips 66</li> <li>- discovery matrix</li> <li>- Delbecq method</li> <li>- Delphi method</li> </ul>	<p>Lectures Conversation Problem solving Examples</p>	<p>Students may use printed course support or other library resources for information 2 hours</p>
<p>Course no. 14. <b>Managers and the managerial science</b></p> <ul style="list-style-type: none"> <li>- manager's definition</li> <li>- managers' qualities, knowledge and aptitudes</li> </ul>	<p>Lectures Conversation Examples</p>	<p>Students may use printed course support or other library resources for information</p>

- types of managers and managerial styles - management and leadership	Video support Analyses, case studies	2 hours
<b>References</b> Dârja (Cordoş) Mălina, Management, suport de curs, Seria Didactica, 2017 Niculescu Ovidiu, Ioan Verboncu, Fundamentele managementului organizațional, Editura ASE, București Popa Ion, Management general, Editura ASE, București Radu Emilian, Managementul firmei, Editura ASE, București Radu Emilian (coord.), Fundamentele managementului firmei, Editura ASE, București State Olimpia, Cultura organizației și managementul, Editura ASE, București Moga Toader, Rădulescu Carmen Valentina, Fundamentele managementului, Editura ASE, București		
<b>8.2. Seminars-laboratories</b>	<b>Teaching methods</b>	
<b>1. Classic and modern definitions of management. Management – art and science</b>	Conversation Examples	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>2. Company functions</b>	Conversation Examples	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>3. Management functions</b>	Conversation Examples Study case	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>4. Organisational relations in a company. The managerial communication system</b>	Conversation Examples Study case	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>5. Company decision making system</b>	Conversation Examples Study case	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>6. Managerial methods of participative creativity</b>	Conversation Examples Study case	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>7. Types of managers and management styles. Manager's personality</b>	Conversation Examples Study case	the minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
<b>References</b> Dârja (Cordoş) Mălina, Management, suport de curs, Seria Didactica, 2017 Niculescu Ovidiu, Ioan Verboncu, Fundamentele managementului organizațional, Editura ASE, București Popa Ion, Management general, Editura ASE, București Radu Emilian, Managementul firmei, Editura ASE, București Radu Emilian (coord.), Fundamentele managementului firmei, Editura ASE, București State Olimpia, Cultura organizației și managementul, Editura ASE, București Moga Toader, Rădulescu Carmen Valentina, Fundamentele managementului, Editura ASE, București		

### 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

The content of this file and implicitly of the course is the result of consulting information related to the business environment requirements, requirements that we became aware of during the meetings with representatives of the business environment within the CEAC committees for the study programs of the Faculty of Economic Sciences. Management discipline is included in the compulsory disciplinary package that forms part of the basic training of an economist. The pragmatic nature of the discipline, resulting from the operationalization of the main activities specific to the organizations, is in accordance with the requirements of the contemporary economic community.

### 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 test examination</i>	70%
10.5 Seminar/laboratory	- <i>Correctness and completeness</i>	<i>Verification during the</i>	30%

	<i>in drawing up of a practical works</i>	<i>semester Practical works/Written papers</i>	
	<i>- Paper scientific content</i>		
	<i>- Involvement in approaching seminar topics</i>		

10.6 Minimum performance standard: - obtaining the minimum grade 5 (five)

- have a complete portfolio of practical works from the seminar
- be able to describe the functions of management
- be able to describe the functions of the company
- be able to describe and analyze the components of the structural and procedural organization of an organization
- to know the main subsystems of an organization
- to know and explain the importance of the use of management by organizations

The presentation of the students is subject to:

1. attendance at the seminar in a proportion of at least 80%
2. attendance at least 70%

Students absent from the seminars have the possibility to recover the seminars by supporting a project (on the subject of the course and the seminar) before the exam. The subject of the project will be given by the course holder.

Students absent from the courses will be penalized with 1 point in the final grade if they do not have a minimum attendance of 70%.

Submission date  
10.09.2021

Course leader signature  
Lecturer PhD. Dârja Mălina.

Seminar tutor signature  
Ph. D. Asist. Nichita Anca

Date of approval by Department members

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Department director signature

Lecturer PhD. Maican Silvia