

SYLLABUS
Academic year 2024-2025
Year of Study I / Semester II

1. Information on academic program

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	Bachelor
1.6. Academic program / Qualification/ ESCO Code	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts

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	Phd. Assistant Ciolomic Ioana						
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)	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
a. Individual study of readers					30
b. Documentation (library)					37
c. Home assignments, Essays, Portfolios					10
d. Tutorials					2
e. Assessment (examinations)					2
f. Other academic activities (study visits, mentoring, projects)					2

3.7 Total number of hours for individual study (a+b+c)	77
3.8 Total number of hours for academic activities (d+e+f+3.4)	48
3.9 Total number of hours per semester (3.7+3.8)	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	R16/C16 Motivates employees R18/C18 Coordinates a team R19/C19 Analyzes production processes for improvement R20/C20 Includes economic criteria in the decision-making process
Transversal competences	R23/CT3 Adapts to change

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"> - Understanding the basic concepts of management: management process, management relationships, management functions, management system, management methods and techniques - Identification and description of the concepts of forecasting, organizing, coordinating, training and evaluating the control of the activity of an organization - Explaining and interpreting the concepts of forecasting, organizing, coordinating, training and evaluating the control of the activity of an organization - Identification of the economic implications associated with the operation and administration of a subdivision of the organization - Applying the appropriate instrumentation to solve a problem regarding the relations between the subdivisions of the organization - Application of the specific instrumentation for analyzing the functioning of a subdivision of the organization - Identification and description of the concepts of procedural and structural organization of an organization - Explaining and interpreting the main components of the organizational and procedural organization of an organization - Applying the appropriate tool for solving a problem aiming at the process and structural organization of an organization - Solving specific problems / situations regarding the organization of a company or an organizational subdivision thereof - Identification and description of the main management subsystems of an organization - Explaining and interpreting the main management subsystems of an organization

8. Contents

8.1 Course (learning units)	Teaching methods	Remarks
Course no 1. Introduction to Management	Lectures Conversation	Students may use printed course support or other library resources for information 2 hours
Course no 2. Chapter 1. Management definition. Object of study. Importance of management	Lectures Conversation	Students may use printed course support or other library resources for information 2 hours
Course no. 3. Chapter 2. Evolution of management	Lectures Conversation Video support Analyses, case studies	Students may use printed course support or other library resources for information 2 hours
Course no. 4. Evolution of management – part II	Lectures Conversation Video support Analyses, case studies	Students may use printed course support or other library resources for information 2 hours

Course no. 5 Management functions	Lectures Conversation Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 6. Organisational structure – part I. Functional areas	Lectures Conversation Analyses, case studies	Students may use printed course support or other library resources for information 2 hours
Course no 7. Organisational structure – part II. Importance of allignning organizational structure. Key elements of organizational structure. Types of organizational structures.	Lectures Conversation Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 8. Chapter 4. Organisational decision making system. Concept. Decision making system. Principles of decision making. Steps in decision making. Hierarchy of decision system. Evaluating decisions importance.	Lectures Conversation Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 9. Chapter 5. Management information system. Context. Components. Characteristics of information. Information system components. Functions of IS	Lectures Conversation Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 10. Chapter 6. Management systems, methods and techniques. Management system. Types of management system. Management general methods.	Lectures Conversation Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 11. Management systems, methods and techniques. Part II. Management specific methods.	Lectures Opponent dialogue Problem solving	Students may use printed course support or other library resources for information 2 hours
Course no. 12. Chapter 7. Managers and leaders. Importance of management. Management – science or art. Management as a profession. Managerial skills. Task and responsibilities of professional managers. Leaders and managers.	Lectures Conversation Examples Problem solving Opponent dialogue	Students may use printed course support or other library resources for information 2 hours
Curs 13. Organisational culture. Components	Lectures Conversation Problem solving Examples	Students may use printed course support or other library resources for information 2 hours
Course no. 14. Recap.	Lectures Conversation Examples Video support Analyses, case studies	Students may use printed course support or other library resources for information 2 hours

Bibliography:

Mălina (Cordoş) Dârja, Management, suport de curs, Seria Didactica, 2017
Peter F. Drucker, Management Tasks, Responsibilities, Practices, TRUMAN TALLEY BOOKS / E.P. DUTTON / New York
Stephen P. Robbins (San Diego State University), David A. Decenzo (Coastal Carolina University), Mary Coulter (Missouri State University), Fundamentals of Management. Essential Concepts and Applications, Pearson, Ed.2013
Ricky F. Griffin, Fundamentals of management, Cengage Learning, 2016
Susan Quinn, Management Basics, 2010
Montana, P., Charnov, B., Management: A Streamlined Course for Students and Business People. (Hauppauge, New York: Barron's Business Review Series, 1993), pp. 155-169.

8.2. Seminar	Teaching methods	
1. Classic and modern definitions of management.	Conversation Examples	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
2. History of management	Conversation Examples	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
3. Management functions	Conversation Examples Study case	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
4. Organisational structure of an organization.	Conversation Examples Study case	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
5. Company's decision making system. Decisional process.	Conversation Examples Study case	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
6. Managerial methods	Conversation Examples Study case	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder
7. Types of managers and management styles. Manager's personality	Conversation Examples Study case	The minimum bibliographic sources needed: course support, Seminar book Management bases, made available to students by the course holder

Bibliography:

Mălina (Cordoş) Dârja, Management, suport de curs, Seria Didactica, 2017
Peter F. Drucker, Management Tasks, Responsibilities, Practices, TRUMAN TALLEY BOOKS / E.P. DUTTON / New York
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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>Oral 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</i>	30%
	<i>- Paper scientific content</i>	<i>Practical works/Written papers</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%.			

Fill in date
12.09.2024

Course leader signature
Lecturer PhD. Dârja Mălina.

Seminar tutor signature
Phd. Assistant Ciolomic Ioana

Approval date in the department
16.09.2024

Department director signature
Associate Professor PhD. Maican Silvia