Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Accounting and Management Information Systems
1.3. Departments	Department of Management Information Systems
1.4. Field of study	Accounting
1.5. Cycle of studies	Master - HG1
1.6. Education type	Full-time
1.7. Study programme	Business Services
1.8. Language of study	Romanian
1.9. Academic year	2020-2021

2. Information on the discipline

2.1. Name	**Outsourced processes in the Business Services Industry**								
2.2. Code	**20.0259IF1.2-0001**								
2.3. Year of study	**1**	2.4. Semester	**2**	2.5. Type of assessment	**Exam**	2.6. Status of the discipline	**Obligatoriu**	2.7. Number of ECTS credits	**7**
2.8. Instructors									

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	4.00	of which	
		Lectures(C)	2.00
		Seminars(S)	2.00
3.3. Total hours from curriculum	56.00	of which	
		Lectures(C)	28.00
		Seminars(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	175.00		
3.5. Total hours of individual study	119.00		
Distribution of time for individual study			
Study by the textbook, lecture notes, bibliography and student's own notes	32.00		
Additional documentation in the library, on specialized online platforms and in the field	32.00		
Preparation of seminars, labs, assignments, portfolios and essays	32.00		
Tutorials	14.00		
Examinations	5.00		
Other activities	4.00		

4. Prerequisites

4.1. of curriculum	
4.2. of competences	

5. Conditions

for the Lectures(C)	Lectures are held in rooms with internet access and multimedia teaching equipment.
for the Seminars(S)	Lectures are held in rooms with internet access and multimedia teaching equipment.

6. Acquired specific competences

Cross	CT1	Aplicarea şi utilizarea conceptelor, practicilor şi instrumentelor specifice industriei serviciilor pentru afaceri în diferite contexte organizaţionale
Cross	CT1	Descrierea, identificarea, explicarea şi ilustrarea conceptelor, practicilor şi instrumentelor specifice industriei serviciilor pentru afaceri
Cross	CT1	Elaborarea de proiecte profesionale care să cuprindă studii de caz legate principalele activităţi desfăşurate în industria serviciilor pentru afaceri
Cross	CT1	Selectarea şi utilizarea coerentă şi complexă a conceptelor, practicilor şi instrumentelor specifice industriei serviciilor pentru afaceri, pentru rezolvarea unor probleme noi.
Cross	CT1	Utilizarea nuanţată şi pertinentă a conceptelor, practicilor şi instrumentelor specifice industriei serviciilor pentru afaceri
Cross	CT2	Descrierea, identificarea, explicarea rolului contabilului şi analistului financiar / afacerii în industria serviciilor pentru afaceri
Cross	CT2	Elaborarea de proiecte profesionale care să cuprindă studii de caz legate de gestionarea proiectelor, a echipelor de lucru şi analizei afacerii specifice industriei serviciilor pentru afaceri
Cross	CT2	Formularea de judecăţi de valoare asupra rolului contabilului şi analistului financiar / afacerii în industria serviciilor pentru afaceri
Cross	CT2	Interpretarea şi adaptarea rolului contabilului şi analistului financiar / afacerii în industria serviciilor pentru afaceri
Cross	CT2	Utilizarea integrată a cunoştinţelor teoretice şi practice dobândite, din perspectiva rolului contabilului şi analistului financiar / afacerii în industria serviciilor pentru afaceri în situaţii incomplet definite

7. Objectives of the discipline

7.1. General objective	Acquiring knowledge and skills for transferring outsourced business processes
7.2. Specific objectives	Cunoaşterea etapelor transferului proceselor de afaceri externalizate şi a livrabilelor aferente

8. Contents

8.1. Lectures(C)		Teaching/Work methods	Recommendations for students
0			
Bibliography -			
8.2. Seminars(S)		Teaching/Work methods	Recommendations for students
0			
Bibliography -			

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

Discussing the content of discipline and requirements with outsourcing specialists. Participation of specialists as guest speakers at courses and seminars.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. Final assessment	Knowing the main transfer stages of outsourced business processes and achieve specific deliverables of each phase.	Project presentation	50.00
10.2. Modality of grading	Whole notes 1-10		
10.3. Minimum standard of performance	Knowledge of the main transfer stages of outsourced business processes and related documentation.		

Date of listing,
11/14/2026

Signature of the discipline leaders,

Date of approval in the department

Signature of the Department Director,