

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Management
1.4. Field of study	Business Administration
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Business Administration
1.8. Language of study	English
1.9. Academic year	2019-2020

2. Information on the discipline

2.1. Name	Management of organisations								
2.2. Code	19.0254IF1.1-0001								
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	6
2.8. Leaders	C(C)	prof.univ.dr. NĂSTASE I MARIAN					nastasemarian@yahoo.com		
	S(S)	prof.univ.dr. NĂSTASE I MARIAN					nastasemarian@yahoo.com		

3. Estimated Total Time

3.1. Number of weeks	14.00
3.2. Number of hours per week	3.00 of which
	C(C) 2.00
	S(S) 1.00
3.3. Total hours from curriculum	42.00 of which
	C(C) 28.00
	S(S) 14.00
3.4. Total hours of study per semester (ECTS*25)	150.00
3.5. Total hours of individual study	108.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	8.00
Additional documentation in the library, on specialized online platforms and in the field	25.00
Preparation of seminars, labs, assignments, portfolios and essays	25.00
Tutorials	25.00
Examinations	8.00
Other activities	17.00

4. Prerequisites

4.1. of curriculum	
4.2. of competences	

5. Conditions

for the C(C)	The theoretical teaching (courses) activities must take place in classes with multimedia equipment and internet access
for the S(S)	The theoretical teaching (courses) activities must take place in classes with multimedia equipment and internet access

6. Acquired specific competences

	C1	Identification, interpretation and contextual use in Romanian and English, in an integrated manner, of business administration concepts in the context of a competitive economy
	C2	Development, implementation and evaluation of business strategies efficiency
	C3	Design and redesign of complex business processes in accordance with the principles of efficiency and ethics.

7. Objectives of the discipline

7.1. General objective	By its content, the subject aims to introduce the main components of management organizations in the market economy and a systemic approach, both scientific and methodological methods and modern management techniques
7.2. Specific objectives	în conținutul său, disciplina își propune să prezinte principalele componente ale managementului organizațiilor, în condițiile economiei de piață și o abordare din perspectiva sistemică, atât științifică cât și metodologică, a unor metode și tehnici manageriale moderne

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Social and economic organization in theory and practice management: - The firm as an organization; - Steps of setting up a business; - Defining characteristics of the firm in a systemic approach; - Types of business; - Size of the firm.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
2	Environmental involvement in the organization: - Environmental components of the organization; - Economic objectives of the organization in a competitive market conditions.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
3	The functions of the organization. Procedural organization system components: - Functioning concept and criteria for delimitation; - Functions content.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
4	The management system of the organization: - The management system - operational basis; - The management system components.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.

5	Organizational subsystem - part of the management system: - Organizational structure - company's overview of the formal organization; - Requirements and steps in designing an effective organizational structure; - Documents of formalizing the organizational structure.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
6	Decision subsystem - part of the management system of the organization: - Concept and managerial decision makers; - Types of management decisions; - Stages of decision making; - Methods and techniques to optimize decision-making.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
7	Management of innovative activity: - Restructuring and modernization of production - a requirement of the organization's performance management; - Product strategy and new technology uptake.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
8	Management of material resources: - Supply technical and material - component of business functions;	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
9	Management of technical potential of the organization; - Production capacity of an enterprise; - Factors of production capacity; - Planning the use of production capacity.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
10	Management culture and ethics in business: - Culture management of the company; - Ethics and morality in business management.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.
11	Social and economic organization in theory and practice management: - The firm as an organization; - Steps of setting up a business; - Defining characteristics of the firm in a systemic approach; - Types of business; - Size of the firm.	Exhibit, presentation debate, argumentation, students interaction, team working.	The students are recommended to go through courses materials previously in order to facilitate group interaction during the classes.

Bibliography

- Tatiana Gavrilă, Viorel Lefter, Managementul organizațiilor, Economica, Bucuresti, 2007
- Tatiana Gavrilă, Viorel Lefter, Managementul organizațiilor – studii de caz, aplicații, teste de verificare,, Economica, Bucuresti, 2004
- Ovidiu Nicolaescu, Ion Plumb și colaboratori , Abordări moderne în managementul și economia organizației, vol. I-IV, Economica, Bucuresti, 2003

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Functions of the modern organization	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
2	The firm – the key organization in the economy	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.

3	Organization management system	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
4	Unity and diversity in approaching the management	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
5	Organizations – economical and social structures representative in the contemporaneous society	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
6	Organizational subsystem – component of the managerial system	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
7	Decisional and informational system	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
8	Management of the creative and innovative activities	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
9	Material resources management	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
10	Management of the technical potential of the company	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.
11	Organizational culture and business ethics	Presentation Debate Simulation Reading	Using case studies depicting various situations of organizational management practice. Students are recommended prior reading of these case studies.

Bibliography

- Tatiana Gavrilă, Viorel Lefter, Managementul organizațiilor, Economica, Bucuresti, 2007
- Tatiana Gavrilă, Viorel Lefter, Managementul organizațiilor – studii de caz, aplicații, teste de verificare,, Economica, Bucuresti, 2004
- Ovidiu Nicolaescu, Ion Plumb și colaboratori , Abordări moderne în managementul și economia organizației, vol. I-IV, Economica, Bucuresti, 2003

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 contents with colleagues who teach the same subject in other universities in the country and in the European Union Member States;
- Discussing with partners from the business environment.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Participation and involvement in the lecture with questions, comments, analysis, exemples, themes proposals for future debates.	It is registered the frequency and consistency of classes interaction.	10.00
10.2. S(S)	Individual project	The project demands the diagnosis of the organizations' management activities and proposes scenarios for its improvement	20.00
10.3. Final assessment	Professional questions, case studies	Written exam	70.00
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	least 5		

Date of listing,
06/06/2020

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,