

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 Business Administration in foreign languages (UNESCO chair)
1.4. Field of study	Business Administration
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Business Administration (in English language)
1.8. Language of study	English
1.9. Academic year	2019-2020

2. Information on the discipline

2.1. Name	Internship - Business administration								
2.2. Code	19.0153IF2.2-0008								
2.3. Year of study	2	2.4. Semester	2	2.5. Type of assessment	Test	2.6. Status of the discipline	O	2.7. Number of ECTS credits	5
2.8. Leaders	L/P(L/P)	lect.univ.dr. CHINIE M ALEXANDRA CĂTĂLINA				catalina.chinie@fabiz.ase.ro			
	L/P(L/P)	asist.univ. VARGAS M V MĂDĂLINA-VANESA				vanesa.vargas@fabiz.ase.ro			
	L/P(L/P)	lect.univ.dr. ROȘCA I VLAD				vlad.rosca@fabiz.ase.ro			

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	6.00	of which	
		L/P(L/P)	6.00
3.3. Total hours from curriculum	84.00	of which	
		L/P(L/P)	84.00
3.4. Total hours of study per semester (ECTS*25)	125.00		
3.5. Total hours of individual study	41.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes			
Additional documentation in the library, on specialized online platforms and in the field			
Preparation of seminars, labs, assignments, portfolios and essays			
Tutorials			
Examinations	41.00		
Other activities			

4. Prerequisites

4.1. of curriculum	business management
4.2. of competences	C1 - gathering, processing and analyzing information regarding the interaction between the business and its environment

5. Conditions

for the L/P(L/P)	room with computer
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6. Acquired specific competences

PREFESSIONAL	C1	Data gathering, formatting and analysis regarding the interaction between the external environment and the organization
PREFESSIONAL	C2	Business/ Organizational administration assistance

7. Objectives of the discipline

7.1. General objective	applying general management concepts to real business situations
7.2. Specific objectives	understanding organizational functions critical analysis of organizational information applying concepts in practice

8. Contents

8.1. L/P(L/P)		Teaching/Work methods	Recommendations for students
1	Brief description of the organization/ department	debate	
2	Analysis of organizational structure	debate	
3	Analysis of decision-making process	dialogue	
4	SWOT analysis	scenario	
5	Organizational audit	case study	
6		review	

Bibliography
- Bratianu, C., Mandruleanu, A., Vasilache, S., Dumitru, I., Business management, Universitara, Bucuresti, 2010, România

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

This discipline creates the necessary bond between theoretical knowledge and the contexts of its practical application, preparing specialists who are more pragmatic and better motivated to solve organizational problems.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. L/P(L/P)	presenting an argued case study	colloquium	100.00
10.2. Final assessment			
10.3. Modality of grading	Whole notes 1-10		

10.4. Minimum standard of performance

getting 5 out of 10

Date of listing,
10/25/2021

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,