

# PLAN DE ÎNVĂȚĂMÂNT

valabil începând cu anul universitar 2018-2019

## UNIVERSITATEA DIN ORADEA

### FACULTATEA DE ȘTIINȚE ECONOMICE

*Programul de studii universitare de masterat:* **ADMINISTRAREA AFACERILOR (ÎN LIMBA ENGLEZĂ) – BUSINESS ADMINISTRATION**

*Domeniul fundamental:* **ȘTIINȚE SOCIALE**

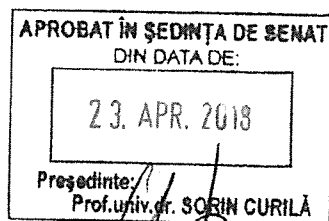
*Domeniul de masterat:* **ȘTIINȚE ECONOMICE/ADMINISTRAREA AFACERILOR**

*Domeniul secundar de masterat:* **ADMINISTRAREA AFACERILOR**

*Tipul masteratului:* **Professional**

*Durata studiilor / nr. de credite:* **4 semestre/120 credite**

*Forma de învățământ:* **Învățământ cu frecvență (IF)**

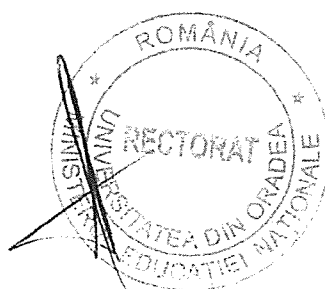


## 1. MISIUNEA PROGRAMULUI DE STUDIU / SPECIALIZĂRII ADMINISTRAREA AFACERILOR (ÎN LIMBA ENGLEZĂ)

The mission of the Business Administration program is the formation, by means of education and scientific research activities, appropriate for the contemporary business environment, of specialists in the field of business administration, being able to answer to the development necessities of all companies in Romania, to work as manager/entrepreneur in small businesses, but also to act as team members in multidisciplinary teams in large multinational corporations or other organisations based in Romania or in European based branches of multinational corporations. Within them, the students having a degree in Economic sciences specialists in the field of the Business Administration are able to perform tasks, specific to the following possible jobs according in the COR: 121207 Human Resources Manager, 121904 Office head, 121906 head of office / administrative department, 121913 Chief manufacturing process, 121919 Head of compartment, 122102 head of office marketing, 122103 auction director, 122104 Operating Director transactions, 122107 Marketing Manager (rates, contracts, acquisitions), 122108 small business leader - owner (endorser) in business brokerage and other trading services, 122109 Product Manager, 132442 Logistics Department Director, 132443 Head office-supply outlets, 132444 Leader warehouse, 132445 supply-sales service manager, 132448 Procurement Manager, 132450 Supply Manager, 132451 Manager relationship with suppliers, 132452 small business leader - owner (endorser) in transport, 141101 small business leader - owner (endorser) in the hotel and restaurants, 141104 hotel administrator, 141105 Director of hotel, 141106 motel manager, 141107 Director of Youth hotel, 141108 camping Director, 141109 Director of Holiday village, 141110 Director of tourist camp, 141111 Director of restaurant, 141112 Director grill unit, 141113 wine cellar director, 141114 brasserie director, 141115 beer unit Director, 141116 Director summer garden, 141117 Director bar, 141118 cafe unit Director, 141119 Director disco bar, 141120 Director fast-food units, 141121 Director confectionery, pastry, 141201 Head restaurant, 141202 Director s nutrition department, 141203 catering department director, 142001 consumer cooperative Chairman, 142002 reception Director, 142003 Head of wholesale and retail trade, wholesale trade, 142004 Head office and retail , 142005 Vice President consumer cooperative, 142007 Head of Department food goods / nonfood, 142008 Area Manager, 142010 Commercial Branch Manager, 142011 small business leader - owner (endorser) in trade, 143114 small enterprise manager - owner (endorser) in sport, 143115 Administrator of sports structures, 143907 small enterprise manager - owner (endorser) in Tourism, 143908 Manager in tourism activity, 143909 Director agency tour operator / retailer / subsidiary / branch, 143910 Director center tourist information, 143911 Director of department events, 143912 Leader boarding house (rural tourism, mountain), 242101 project manager, 242102 Specialist improving processes, 242103 Specialist industrial strategy, 242104 Responsible process, 242106 Manager of Innovation, 242107 Expert in management and organization of maintenance activities, 242108 Manager improvement processes, 242109 Specialist plan progress, 242110 Specialist in planning, control and performance reporting economic 242111 Administrator company, 242112 Project Manager in public private partnership, 242117 Manager of facilities, 243102 organiser tourism activities, 243103 Specialist marketing, 243104 Product Manager, 243201 public relations specialist, 243203 marketing officer , 243205 cameral Consultant, 243207 Brand Manager, 243209 relationships organiser, 243210 fairs and exhibitions organizer, 243211 exhibitions Presenter, 243213 Expert in External Relations, 243216 Customer Service Analyst, 243217 Assistant director / operation manager, 243218 Commercial correspondent, 243219 Commercial Assistant.

The Department of Economics, as a department that manages the Business Administration field of study in the Faculty of Economic Studies, University of Oradea, understands to fulfil the mission assumed this way, for the Bachelor s Degree in Business Administration by performing educational and research activities in this field, focused on the student. The research plan of the Department of Economics reflects the preoccupations and research activities of their academic members in the field of business administration, entrepreneurship, tourism and trade economics and business, marketing, sustainable business and development etc., on the students and masters specialty practice etc. Thus, the mission of the Bachelor s Degree program in Business Administration is to ensure optimal conditions for the students to assimilate the results of the learning process, expressed in terms of knowledge, abilities and competences.

The fundamental goal of the Bachelor s Degree Program in Business Administration, as a student-focused program, is to offer the best formation at an academic level in the field of business administration, so as, by the acquired competence, our graduates to answer the necessities of the labour market. The Department of Economics of the Faculty of Economic Sciences, University of Oradea, by its educational and research activity, is committed to facilitate the natural integration of the students on the labour market. The importance of the practice in the field, for the future specialist, has grown significantly, and this aspect is found in the operational plan and in the strategic plan of Economics Department. By the acquired competences, the graduates of the Bachelor s Degree Program in Business Administration are able to improve the capacity of organisations, such as companies, institutions, NGOs where they will work, in the sense of optimizing, effectiveness, objective reaching, as well as satisfying the needs and demands of clients, being able to act so as to improve the company s competitiveness and profitability. The Economics Department of the Faculty of Economic Sciences, University of Oradea, by the Bachelor s Degree Program in Business Administration, intends to provide transversal and professional competences specific for the Business Administration



specialization, within the Business Administration field of study. Thus, the graduates of the Bachelor's Degree Program in Business Administration must be able:

- ~ To ensure the work accomplishment in all kinds of activities related to managing and running a business
- ~ To make decisions based on economic reasons and profit making objectives to be implementing during the process of business administration in all sector of the economy
- ~ To manage the relations with the suppliers and customers, and to manage the databases related to the field of business administration;
- ~ To set up and run entrepreneurial ventures;
- ~ To ensure assistance and/or to carry out activities specific to business promotion and marketing;
- ~ To offer assistance in the field of human resources management, marketing, logistics, commercial techniques etc. for national and international public bodies, local and regional communities, as well as assistance in promoting activities/initiatives in international economic organisations. (According to RNCSIS National Qualifications Framework in Higher Education).

## **2. OBIECTIVELE PROGRAMULUI DE STUDIU / SPECIALIZĂRII ADMINISTRAREA AFACERILOR (ÎN LIMBA ENGLEZĂ)**

The objectives of the Bachelor's Degree Program in Business Administration are to be found in the objectives established in the managerial and operational plans of the Economics Department, the department that manages this program of studies in the Faculty of Economic Sciences, University of Oradea, in the field of Business Administration. The Department of Economics, Faculty of Economic Sciences, University of Oradea establishes its goals and carries out its activities based on the annual Operational Plan and on the Managerial Plan, as a strategic plan of the Faculty of Economic Sciences for the next 4 years.

The general objective of the Business Administration Bachelor's Degree program of studies consist in the information and knowledge transmission to the student in an elevated, attractive and professional way, so as to ensure the acquiring of special competences associated to this field of studies in order to develop specific activities, as well as of the fundamental and specialization knowledge in the field of International Business, according to the National Qualifications Framework in Higher Education (CNCIS). The formation at bachelor's degree level is based on an educational plan that combines the fundamental disciplines of the economic sciences with that of the specialization, ensuring the development of abilities, transversal and professional competences, and of specific abilities in the field of international businesses.

Specific objectives are as follows:

- a) ensuring the training of specialists in the initiation, management and business administration, in keeping with the current and future economic, theory and practice of curriculum, information technology and communications, design and assessment in terms of quality and efficiency of the educational process;
- b) making a formative education, modern, student-centered and pragmatic oriented towards the real needs of Romanian school in the context of an enlarged European Union;
- c) organizing training courses in scope and continuing career for the initiation, management and business administration, according to the requirements of a modern and efficient;
- d) connecting education with scientific research, training students in preparation of studies on topical issues in the field of initiation, management and business administration;
- e) implementation of research programs in the initiation, management and business administration-oriented fundamental issues and current priorities for development and economic systems and processes of European integration training programs and careers.

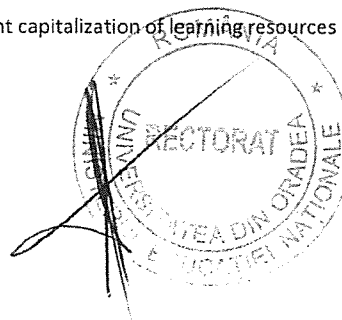
## **3. COMPETENȚE CARE SE VOR DOBÂNDI DE ABSOLVENȚI LA FINALIZAREA STUDIILOR**

### **Professional competences:**

1. Collection, processing and analysis of the information regarding the interaction between business environment / firm / organisation
2. Assistance for administration of the assembly activity of the firm/organisation
3. Administration of the activity of a subdivision of the structure of the firm/organisation
4. Assistance in human resources management
5. Operating with the databases specific for business administration

### **Transversal competences:**

1. Applying professional ethic principles, norms and values in their own rigorous, efficient, and responsible work strategy;
2. Identifying the roles and responsibilities in a multi-specialised team and applying relation and efficient work techniques within a team;
3. Identifying the opportunities of continuous training and efficient capitalization of learning resources and techniques for their own development.



#### 4. FINALITĂȚI

Graduation Title: Bachelor s Degree in Economic Sciences

Qualification Title: Business Administration

Qualification Code: L40701003010

**Possible jobs for the graduate with Bachelor s Degree, according to "Classification of Occupations in Romania" - ISCO - 08 (COR):**

Investment Analyst - 241211; Price of Return /Cost Analyst - 241220; Purchases Analyst/Suppliers Consultant 243301; Customs Expert/Inspector - 335105; Foreign Relations Referent - 242215; Economic Secretary - 263126; Customs Controller, Officer for the Customs Duty, Customs Officer (University studies) - 335106; Client Services Analyst - 243216; Commercial Assistant - 243219; Manager Assistant/Position Manager (University studies) - 243217; Planner/Synthesis Plan Specialist - 241255; Process Improvement Specialist - 242102; Truck and Transit Specialty Referent (University studies) - 432341; Expert in Applied Harmonized Legislation in the Field of Trade and Industry - 242219; Expert in Contracting Investment Activities - 261922; European Businesses Counsellor - 242214; Investment Activity Contracting Expert - 261922; Investment Efficiency Expert - 241259; Progress Plan Specialist - 242109; Counsellor/Expert/Inspector/Referent/Economist in International Economic Relations - 263105; Competition Inspector - 263110; Development Agent - 242207; Research Assistant Economist in Management - 263113; Research Assistant Economist in Marketing - 263121; Researcher Economist in Economic Relations - 263122; Research Assistant Economist in International Economic Relations - 263123.

**New jobs proposed to be included in COR:**

Foreign Trade Referent (University studies), Contracting and Purchases Agent (University studies), Domestic and Foreign Tourist Transport (University studies); Business Tourism Agent (University studies); Commercial Agent (University studies).



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BUSINESS ADMINISTRATION

Domeniul fundamental: ȘTIINȚE SOCIALE

Domeniul de masterat: ȘTIINȚE ECONOMICE/ADMINISTRAREA AFACERILOR

Domeniul secundar de masterat: ADMINISTRAREA AFACERILOR

Tipul masteratului: Professional

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Valabil din anul univ.

2018-2019

începând cu anul I

**PLAN DE ÎNVĂȚĂMÂNT\*\***

Anul de studiu I

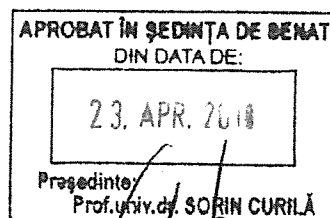
Cod	Discipline*	Tip	Sem. I [ore / săptămână]				Total ore / sem.	Felul verif.	Cre- dite	SI [ore / sem.]	Condi- ționări
			C	S	L	P					
	<b>OBLIGATORII IMPUSE</b>										
FSTE-0744	Macroeconomics and the global economic environment	DAP	2	1	-	-	42	Ex	7	133	
FSTE-0895	Corporate Communication	DAP	1	1	-	-	28	Ex	6	122	
FSTE-0896	Regional development and networks	DAP	2	1	-	-	42	Ex	7	133	
FSTE-0897	Quantitative methods for economics and business	DSI	1	-	1	-	28	Ex	5	97	
FSTE-0901	Sustainable development and corporate behaviour	DSI	1	1	-	-	28	Ex	5	97	
	<b>TOTAL</b>		<b>7</b>	<b>4</b>	<b>1</b>	<b>-</b>	<b>168</b>		<b>30</b>	<b>582</b>	

Cod	Discipline*	Tip	Sem. II [ore / săptămână]				Total ore / sem.	Felul verif.	Cre- dite	SI [ore / sem.]	Condi- ționări
			C	S	L	P					
	<b>OBLIGATORII IMPUSE</b>										
FSTE-0747	Corporate development: mergers and acquisitions	DSI	1	1	-	-	28	Cv	5	97	
FSTE-0743	Microeconomics for managers	DAP	1	1	-	-	28	Ex	5	97	
FSTE-0898	Business development strategies	DAP	1	1	-	-	28	Ex	5	97	
FSTE-0899	Business Financing	DSI	1	1	-	-	28	Ex	5	97	
FSTE-0900	Data analysis	DAP	1	-	1	-	28	Cv	5	97	
FSTE-0759	CSR and Business Ethics	DSI	1	1	-	-	28	Ex	4	72	
FSTE-0999	Ethics and integrity in scientific research	DSI	1	-	-	-	14	Cv	1	11	
	<b>TOTAL</b>		<b>7</b>	<b>5</b>	<b>1</b>	<b>-</b>	<b>182</b>		<b>30</b>	<b>568</b>	

**Legendă:** C - Curs (pentru IFR - Coordonare studiu individual); S - Seminar; L - Lucrări practice (laborator); P - Proiect; SI - Studiu Individual;

DAP - Disciplină de Aprofundare; DSI - Disciplină de Sinteză; DCA - Disciplină de Cunoaștere Avansată; OU - Opțiunea Universității;

Felul verif. - felul verificării/forma de verificare; Ex. - examen; Cv. - colocviu; Vp. - verificare pe parcurs; Pr. - proiect; A/R- Admis/Respins; Credite - număr credite ECTS; SI - Studiu individual.



Director departament,  
Conf. univ. dr. Dorin-Paul Băc

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Prof. univ. dr. Constantin BUNGĂU

DECAN,  
Prof. univ. dr. habil  
Alina Dacia BĂDULESCU

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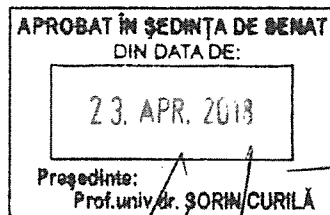
**PLAN DE ÎNVĂȚĂMÂNT\*\***

Anul de studiu II

Cod	Discipline*	Tip	Sem. III [ore / săptămână]				Total ore / sem.	Felul verif.	Cre- dite	SI [ore / sem.]	Condi- ționări
			C	S	L	P					
	<b>OBLIGATORII IMPUSE</b>										
FSTE-0754	Marketing management	DSI	2	1	-	-	42	Ex	5	83	
	<b>TOTAL</b>		<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>42</b>		<b>5</b>	<b>83</b>	
	<b>OBLIGATORII OPȚIONALE</b>										
	<b>PACHET 1</b>										
FSTE-0902	Entrepreneurship and Regional Development	DCA	1	-	2	-	42	Ex	8	158	
FSTE-0903	Hospitality Management	DCA	1	-	2	-	42	Ex	8	158	
	<b>PACHET 2</b>										
FSTE-0755	Formation and implementation of entrepreneurial ventures	DCA	1	1	-	-	28	Ex	7	147	
FSTE-0904	Strategic Hospitality Marketing	DCA	1	1	-	-	28	Ex	7	147	
	<b>PACHET 3</b>										
FSTE-0907	Entrepreneurial projects	DCA	1	-	-	1	28	Cv	5	97	
FSTE-0909	Yield and revenue management in hospitality	DCA	1	-	-	1	28	Cv	5	97	
	<b>PACHET 4</b>										
FSTE-0908	Entrepreneurship and Business Planning	DCA	1	1	-	-	28	Cv	5	97	
FSTE-0910	Trends in Tourism and Hospitality	DCA	1	1	-	-	28	Cv	5	97	
	<b>TOTAL</b>		<b>4</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>126</b>		<b>25</b>	<b>499</b>	

Cod	Discipline*	Tip	Sem. IV [ore / săptămână]				Total ore / sem.	Felul verif.	Cre- dite	SI [ore / sem.]	Condi- ționări
			C	S	L	P					
	<b>OBLIGATORII IMPUSE</b>										
FSTE-0906	Business projects and games	DSI	1	-	-	1	18	Cv	7	157	
FSTE-0751	Practice	DSI	-	-	-	-	90	Cv	3	0	
FSTE-0984	Stage for elaboration of dissertation	DSI	-	-	-	-	33	Cv	10	217	
FSTE-0983	Scientific Research	DSI	2	-	-	1	27	Cv	10	223	
	<b>TOTAL</b>		<b>3</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>168</b>		<b>30</b>	<b>597</b>	

**Legendă:** C - Curs (pentru IFR - Coordonare studiu individual); S - Seminar; L - Lucrări practice (laborator); P - Proiect; SI - Studiu Individual;  
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**I. CERINȚE PENTRU OBTINEREA DIPLOMEI DE**

Număr credite alocate, conform legislației: 120

1. 95 credite pentru disciplinele obligatorii impuse;
2. 25 credite pentru disciplinele obligatorii opționale;
3. 3 credite la practică incluse în numărul celor alocate disciplinelor obligatorii de la pct.1 și pct.2;
4. 10 credite pentru stagiul pentru elaborarea lucrării de disertație (incluse în numărul celor alocate disciplinelor obligatorii de la pct.1);
5. 10 credite alocate examenului de disertație, constând în prezentarea și susținerea disertației.

**II. STRUCTURA ANULUI UNIVERSITAR (în număr de săptămâni)**

Anul	Activități didactice		Sesiuni de examene					Practică*	Vacanță		
	sem. I	sem. II	Iarnă	Restanțe Iarnă	Vară	Restanțe Vară	Restanțe Toamnă		Iarnă	Primăvară	Vară
Anul I	14	14	3	1	3	1	2	-	3	1	10
Anul II	14	14	3	1	3	1	2	3	3	1	10

**III. NUMĂRUL ORELOR LA DISCIPLINELE OBLIGATORII (IMPUSE ȘI OPȚIONALE): 686**

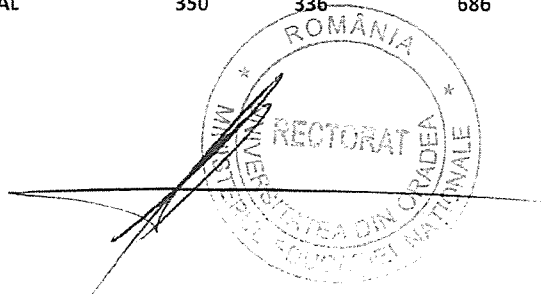
ANUL	SEMESTRUL I	SEMESTRUL II
Anul I	12	13
Anul II	12	12

**RAQAHE/ARACIS Standard**

No	Disciplines	Number of hours		Total		[min / max. %]
		Year I	Year II	Hours	%	
1.	Compulsory	350	336	686	100	-
2.	Elective	-	-	-	-	-
	<b>TOTAL</b>	<b>350</b>	<b>336</b>	<b>686</b>	<b>100</b>	<b>100</b>
3	Facultative	-	-	-	-	-

**RAQAHE/ARACIS Standard**

No	Disciplines	Number of hours		Total		[min / max. %]
		Year I	Year II	Hours	%	
1.	Advanced + Thoroughgoing	196	126	322	47	-
2.	Synthesis	154	210	364	53	-
	<b>TOTAL</b>	<b>350</b>	<b>336</b>	<b>686</b>	<b>100</b>	<b>100</b>



#### IV. PONDEREA DISCIPLINELOR DIN CATEGORIILE OBLIGATORII (IMPUSE +OPȚIONALE) + FACULTATIVE:

Compulsory disciplines (weight in total of disciplines): 100%;	Hours allotted to compulsory disciplines: 100%;
Advanced and thoroughgoing disciplines(weight in total of disciplines): 48%;	Hours allotted to advanced and thoroughgoing disciplines: 47%;
Synthesis disciplines (weight in total of disciplines): 52%;	Hours allotted to synthesis disciplines (% of total): 53%

**Total number of credits: 120**

- Credits pertaining to advanced and thoroughgoing disciplines out of the total of compulsory credits:
  - 60/120 (50%);
- Credits pertaining to synthesis disciplines out of the total of compulsory credits:
  - 60/120 (50%).

**The weight in the Curriculum:**

**Total hours, including facultative disciplines = 686**

D compulsory / Total = 686 /686 = 100%

Hours of seminar/course ratio = 1,23

The weight of practice in the Curriculum: 90 / 686 = 13,11%

Exams/colloquiums ratio = 12 Ex / 9 Cv,P = 1 / 0,75

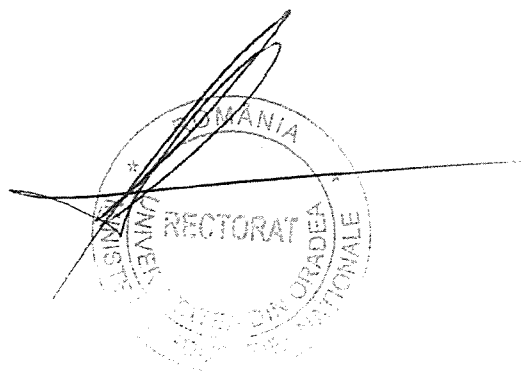
#### V. FLEXIBILITATEA PROCESULUI EDUCAȚIONAL

The flexibility of the program of studies is ensured by the content of the disciplines in the Curriculum.

#### VI. EXAMENUL DE FINALIZARE STUDII ( )

1. Comunicarea temei lucrării de : semester II;
2. Elaborarea lucrării de : 60 hours, semesters IV;
3. Susținerea lucrării de : month July/September.

#### VII. UN PUNCT DE CREDIT NECESITĂ UN TOTAL DE 25 ORE/SEMESTRU DE ACTIVITATE DIDACTICĂ ȘI INDIVIDUALĂ





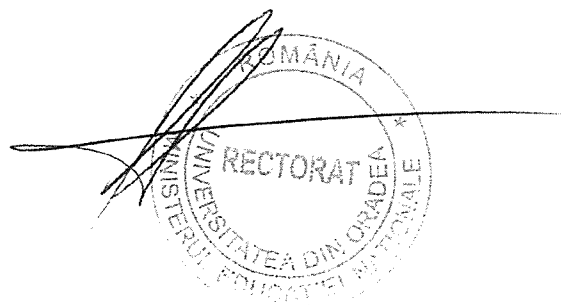
**VIII. DISTRIBUIREA CREDITELOR PE COMPETENȚE (TABELE RNCIS - Grila 1\*)**

Nr. crt.	Disciplina **	Sem.	Număr credite	Competențe profesionale						Competențe transversale		
				C1	C2	C3	C4	C5	C6	CT1	CT2	CT3
1.	Macroeconomics and the global economic environment	I	7	4					3			
2.	Corporate Communication	I	6	1	1	1	1		1	0,5		0,5
3.	Regional development and networks	I	7		2		2	2		1		
4.	Quantitative methods for economics and business	I	5	1	1	1	1			0,5		0,5
5.	Sustainable development and corporate behaviour	I	5	1	1			1		1		1
6.	Corporate development: mergers and acquisitions	II	5	1	1	1		1		0,5		0,5
7.	Microeconomics for managers	II	5		2	2		1				
8.	Business development strategies	II	5	1	1	1		1		0,5	0,5	
9.	Business Financing	II	5	1	1	0,5		0,5		1		1
10.	Data analysis	II	5			1	1	0,5	0,5	0,5	1	0,5
11.	CSR and Business Ethics	II	4		1	1	1			0,5		0,5
12.	Ethics and integrity in scientific research	II	1								0,5	0,5
13.	Marketing management	III	5	1		1		1		1		1
14.	Entrepreneurship and Regional Development	III	8	1	2	1	2			1		1
15.	Hospitality Management	III	8	1	1	1	1	1	1	1		1
16.	Formation and implementation of entrepreneurial ventures	III	7		1		1	2	1	1		1
17.	Strategic Hospitality Marketing	III	7	2	2		1			1		1
18.	Entrepreneurial projects	III	5	1					1	1	1	1
19.	Yield and revenue management in hospitality	III	5	1	1	1	1			0,5		0,5
20.	Entrepreneurship and Business Planning	III	5	1		1		1	1	0,5		0,5
21.	Trends in Tourism and Hospitality	III	5		2		1		1	0,5		0,5
22.	Business projects and games	IV	7	2	1		1	1		1		1
23.	Practice	IV	3	0,5						0,5	1	1
24.	Stage for elaboration of dissertation	IV	10	2	2					2	2	2
25.	Scientific Research	IV	10		2		2			2	2	2

Legendă: C1 ÷ C5 sau C6 - Competențe profesionale; CT1 ÷ CT3 - Competențe transversale

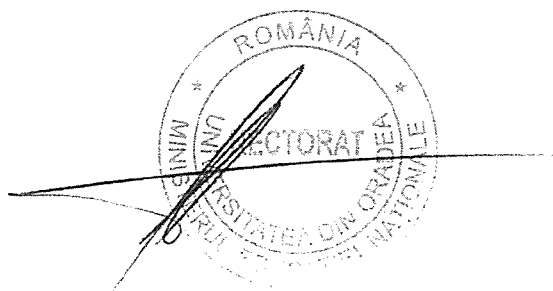
\* Se va utiliza Grila 1 (G1) care prezintă variantele: G1L și G1M corepunzătoare ciclurilor de studii de licență și masterat, în conformitate cu Ordinul MECS nr. 5703 / 18.10.2011.

\*\* Se vor trece toate disciplinele din Planul de Învățământ



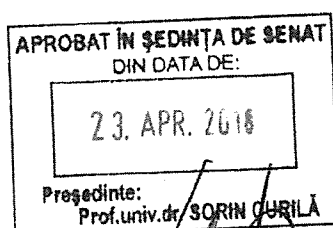
GRILA 1 - "Descrierea domeniului / programului de studii prin competențe profesionale și competențe transversale"

Professional Competences /  Level Descriptors of Professional Competences Structural Elements	C1.  Collection, processing and analysis of the information regarding the interaction between business environment firm / organisation	C2.  Assistance for administration of the assembly activity of the firm/organisation	C3.  Administration of the activity of a subdivision of the structure of the firm/organisation	C4.  Assistance in human resources management	C5.  Operating with the databases specific for business administration
<b>KNOWLEDGE</b>					
<b>1. Knowing, understanding concepts, basic theories and methods of the field and area of specialization; their appropriate use in professional communication</b>	C1.1 Description of the paradigms, concepts and economic theories regarding the influence of the external business environment on the firm/organisation	C2.1 Identification of the concepts and theories associated to the firm/organisation	C3.1 Identification of the economic implications associated to the operation and administration of a subdivision of the firm/organisation	C4.1 Identification and description of the concepts of planification, organization, coordination and control of the human resources activity	C5.1 Description of the concepts, theories and methodologies for administration of databases specific to business administration
<b>2. Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated to the field</b>	C1.2 Explanation and interpretation of the relation of economic influence exerted by the external business environment on the firm/organization	C2.2 Explanation and interpretation of the relations between the entities of the firm/organisation	C3.2 Explanation and interpretation of the economic and social implications associated to the operation and administration of the subdivisions of the firm/organisation	C4.2 Explanation and interpretation of the concepts of planification, organization, coordination and control of the human resources activity in the field of business administration	C5.2 Explanation and interpretation, both quantitative and qualitative, of the information extracted from databases
<b>ABILITIES</b>					
<b>3. Applying basic principles and methods for solving well-defined problems / situations, typical for the field under a qualified assistance</b>	C1.3 Applying the adequate instruments for the analysis of the influence relation exerted by the external business environment on the firm/organization	C2.3 Applying the adequate instruments to solve a problem concerning the relations between the subdivisions of a firm/organization	C3.3 Applying the specific instruments for the analysis of the functioning of a subdivision of the firm/organization	C4.3 Solving problems/specific solutions for the human resources: recruiting, selection, motivation, payment, working hours, training	C5.3 Applying the appropriate instruments for the data analysis specific to business administration



<b>4. Appropriate use of standard assessment criteria and methods to evaluate the quality, merits and limitations of processes, programs, projects, concepts, methods and theories</b>	C1.4 Critical constructive assessing and/or resolving of an issue concerning the economic influence relation exerted by the external business environment on the firm/organization	C2.4 Critical constructive assessing and/or resolving of an issue concerning the operation of the firm/organization	C3.4 Critical constructive assessing and/or resolving of an issue concerning the operation and administration of a subdivision of the firm/organization	C4.4 Estimating the human resources need related to the necessities of volume and efficiency of the activity of the firm/organization	C5.4 Critical-constructive evaluation of the instruments for data analysis
<b>5. Professional project writing and using principles and methods established in the field</b>	C1.5 Developing of a project investigating the economic influence exerted by the external business environment on the firm/organization	C2.5 Elaborating of an analysis concerning the relations with economic impact between the subdivisions of the firm/organization	C3.5 Elaborating of a study regarding the operation and administration of a subdivision of the firm/organization	C4.5 Fundamenting projects for recruiting, selecting, motivating, paying of the human resources in the field of business administration	C5.5 Elaborating of a research project associated to the business administration, by using specific databases
<b>Minimum performance standards for competence assessment</b>	Designing a SWOT analysis of the firm/organization in its interaction with the external business environment	Elaboration of a plan for functional and structural analysis of the firm/ organization	Projection of a research concerning the better operating of a subdivision of the firm/ organization	Elaboration of an analysis regarding the human resources in a firm/organization	Selecting a dataset for resolving a business administration issue

Level Descriptors of the Transversal Competences	Transversal Competences	Minimal Standards of Performance for Competence Evaluation
<b>6. Responsible execution of the professional duties, in conditions of limited autonomy and qualified assistance</b>	CT1. Applying the principles, norms and professional ethics values in the personal strategy of rigorous, efficient and responsible work.	Finding real time solutions, having qualified assistance, solving a real/hypothetical problem at the workplace, complying with the rules of professional ethics.
<b>7. Getting accustomed to the roles and activities specific to teamwork and task distribution, for subordinate levels.</b>	CT2. Identifying the roles and responsibilities in a multi-specialized team and using the relationship techniques and efficient work in the team.	Designing a work/project, assuming the responsibility of tasks specific to the role of multi-specialized team.
<b>8. Awareness of the need of continuous formation: efficient use of the educational resources and techniques for personal and professional development.</b>	CT3. Identifying the opportunities of continuous formation and values the efficient implementation of the resources and educational techniques for the personal development.	Developing and presenting with arguments the application of a personal professional development plan.



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