

CURRICULUM

beginning with the academic year 2016-2017

UNIVERSITY OF ORADEA

FACULTY OF ECONOMIC SCIENCES

Bachelor study program: **ADMINISTRAREA AFACERILOR (ÎN LIMBA ENGLEZĂ) / BUSINESS ADMINISTRATION (IN ENGLISH LANGUAGE)**

Fundamental domain: **SOCIAL SCIENCES**

Science branch: **ECONOMIC SCIENCES**

Study domain: **BUSINESS ADMINISTRATION**

Duration of studies / no. of credit: **3 years / 180 credits**

Type of education: **full-time learning (FL/IF)**



1. THE MISSION OF THE PROGRAM OF STUDIES/SPECIALIZATION BUSINESS ADMINISTRATION

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' speciality 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. THE OBJECTIVES OF THE PROGRAM OF STUDIES / SPECIALIZATION BUSINESS ADMINISTRATION

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 (CNCSIS). 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. COMPETENCIES ACQUIRED BY GRADUATES AT THE END OF STUDIES

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. FINALITIES

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 2015):

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



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CURRICULUM **
Year of study I

Code	Disciplines*	Type	Semester I				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
MANDATORY/COMPULSORY DISCIPLINES											
FSTE-0614	Microeconomics	FD	2	1	-	-	42	Ex	5	98	
FSTE-0615	Basics of Accounting	FD	2	1	-	-	42	Ex	5	98	
FSTE-0616	Economic Statistics	FD	2	1	-	-	42	Ex	5	98	
FSTE-0617	Economic Informatics	FD	2	-	1	-	42	Ex	5	98	
FSTE-0780	Financial And Actuarial Mathematics	FD	1	1	-	-	28	Cv (A/R)	4	84	
FSTE-0728	Economics Of The Firm	SD	2	2	-	-	56	Cv (A/R)	3	28	
FSTE-0620	Foreign Language for Business II.1	FD	1	1	-	-	28	Cv (A/R)	3	56	
TOTAL			12	7	1	-	280		30	560	
FSTE-0732	Physical Education I.1	CD	-	-	-	1	14	Vp (A/R)	1	14	

Code	Disciplines*	Type	Semester II				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
MANDATORY/COMPULSORY DISCIPLINES											
FSTE-0622	Macroeconomics	FD	2	1	-	-	42	Ex	5	98	
FSTE-0623	Management	FD	2	1	-	-	42	Ex	5	98	
FSTE-0624	Marketing	FD	2	1	-	-	42	Ex	5	98	
FSTE-0625	Law	FD	1	1	-	-	28	Cv (A/R)	4	84	
FSTE-0626	Contemporary Economic Doctrines	FD	2	1	-	-	42	Ex	5	98	
FSTE-0837	Statistical Processing On Computer	SD	-	2	1	-	42	Cv (A/R)	3	42	
FSTE-0628	Foreign Language for Business II.2	CD	1	2	-	-	42	Cv (A/R)	3	42	
TOTAL			10	9	1	-	280		30	560	
FSTE-0733	Physical Education I.2	CD	-	-	-	1	14	Vp (A/R)	1	14	

Legend: C - Course; S - Seminar; L - Practical (laboratory); P - Project; IS - Individual Study;
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Head of department,
 Lecturer Dr. Dorin Paul BĂC

RECTOR,
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Year of study II

Code	Disciplines*	Type	Semester III				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
MANDATORY/COMPULSORY DISCIPLINES											
FSTE-0633	European Economics	FD	2	1	-	-	42	Ex	6	126	
FSTE-0631	Public Finances	FD	2	1	-	-	42	Ex	5	98	
FSTE-0793	Company Finances	UO	2	1	-	-	42	Ex	4	70	
FSTE-0645	Investments and EU Economy	SD	2	1	-	-	42	Ex	5	98	

FSTE-0637	European Business Environment	SD	2	1	-	-	42	Cv (A/R)	4	70
FSTE-0635	Foreign Language for Business II.3	DC	-	2	-	-	28	Cv (A/R)	2	28
	TOTAL		10	7	-	-	238		26	490
	OPTIONAL/ELECTIVE DISCIPLINES									
FSTE-0654	Human Resources Management	SD	2	1	-	-	42	Cv (A/R)	4	70
FSTE-0639	Strategic Management	SD	2	1	-	-	42	Cv (A/R)	4	70
FSTE-0841	International Management	SD	2	1	-	-	42	Cv (A/R)	4	70
FSTE-0842	Firm Management	SD	2	1	-	-	42	Cv (A/R)	4	70
FSTE-0843	Quality Management	SD	2	1	-	-	42	Cv (A/R)	4	70
	TOTAL		2	1	-	-	42		4	70
	FACULTATIVE DISCIPLINES									
FSTE-0734	Physical Education I.3	CD	-	-	-	1	14	Vp (A/R)	1	14
FSTE-0630	Accounting	UO	2	2	-	-	56	Ex	5	84
FSTE-0638	Entrepreneurial Culture	SD	1	2	-	-	42	Cv (A/R)	4	70

Code	Disciplines*	Type	Semester IV				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
	MANDATORY/COMPULSORY DISCIPLINES										
FSTE-0643	World Economy	UO	2	1	-	-	42	Ex	6	126	
FSTE-0644	International Transactions	UO	2	1	-	-	42	Ex	6	126	
FSTE-0651	Entrepreneurship	SD	2	2	-	-	56	Ex	6	112	
FSTE-0647	Foreign Language for Business II.4	CD	1	-	-	-	14	Cv (A/R)	3	70	
FSTE-0648	Practice	SD	-	-	-	6	84	Cv (A/R)	3	0	
	TOTAL		7	4	-	6	238		24	434	
	OPTIONAL/ELECTIVE DISCIPLINES										
FSTE-0731	International Marketing	SD	1	2	-	-	42	Cv (A/R)	6	126	
FSTE-0661	Commercial Techniques	SD	1	2	-	-	42	Cv (A/R)	6	126	
FSTE-0848	Electronic Trade	SD	1	2	-	-	42	Cv (A/R)	6	126	
FSTE-0849	Merchandising	SD	1	2	-	-	42	Cv (A/R)	6	126	
FSTE-0850	Logistics	SD	1	2	-	-	42	Cv (A/R)	6	126	
	TOTAL		1	2	-	-	42		6	126	
FSTE-0735	Physical Education I.4	CD	-	-	-	1	14	Vp (A/R)	1	14	
	FACULTATIVE DISCIPLINES										
FSTE-0777	Multimedia	SD	1	-	2	-	42	Vp (A/R)	3	42	

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CURRICULUM
Year of study III

Code	Disciplines*	Type	Semester V				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
	MANDATORY/COMPULSORY DISCIPLINES										
FSTE-0655	Starting A Business	SD	2	2	-	-	56	Ex	5	84	
FSTE-0656	Business Investments Strategies	SD	2	2	-	-	56	Ex	5	84	
FSTE-0658	Promotional Techniques	SD	2	1	-	-	42	Ex	4	70	
FSTE-0726	Sustainable Development And Businesses	UO	2	1	-	-	42	Ex	4	70	
FSTE-0660	Commercial Communication in Foreign Language II.1	SD	-	1	-	-	14	Cv (A/R)	3	70	

FSTE-0778	Bachelor's Thesis Writing Methodology	SD	-	-	-	2	28	Cv (A/R)	5	112	
TOTAL			8	7	-	2	238		26	490	
OPTIONAL/ELECTIVE DISCIPLINES											
FSTE-0657	Economic Projects And Business Games	SD	1	2	-	-	42	Cv (A/R)	4	70	
FSTE-0664	Commercial Law	SD	1	2	-	-	42	Cv (A/R)	4	70	
FSTE-0858	Business Negotiations Technique	SD	1	2	-	-	42	Cv (A/R)	4	70	
TOTAL			1	2	-	-	42		4	70	
FACULTATIVE DISCIPLINES											
FSTE-0737	International Corporate Finances	UO	1	1	-	-	28	Cv (A/R)	3	56	
FSTE-0673	Comparative Management	SD	1	2	-	-	42	Cv (A/R)	4	70	

Code	Disciplines*	Type	Semester VI				Total of hours	Type of Examination	Credits	IS [hours]	Conditioning
			C	S	L	P					
MANDATORY/COMPULSORY DISCIPLINES											
FSTE-0666	Business Ethics	SD	2	1	-	-	42	Ex	4	70	
FSTE-0675	Communication And Public Relations In Business	SD	2	2	-	-	56	Ex	5	84	
FSTE-0669	Banking Techniques And Operations	SD	2	1	-	-	42	Ex	4	70	
FSTE-0668	Customer Relationship Management	SD	2	2	-	-	56	Ex	5	84	
FSTE-0671	Commercial Communication in Foreign Language II.2	SD	-	1	-	-	14	Cv (A/R)	3	70	
FSTE-0779	Researches on Bachelor's Thesis Writing	SD	-	-	-	2	28	Vp (A/R)	5	112	
TOTAL			8	7	-	2	238		26	490	
OPTIONAL/ELECTIVE DISCIPLINES											
FSTE-0795	Supplier Relationship Management	SD	2	1	-	-	42	Cv (A/R)	4	70	
FSTE-0665	Community Law	SD	2	1	-	-	42	Cv (A/R)	4	70	
FSTE-0668	Transports	SD	2	1	-	-	42	Cv (A/R)	4	70	
TOTAL			2	1	-	-	42		4	70	
FACULTATIVE DISCIPLINES											
FSTE-0738	Tourism Planning Techniques	CD	1	1	-	-	28	Cv (A/R)	3	56	
FSTE-0677	Multinational Corporations	UO	1	2	-	-	42	Cv (A/R)	4	70	

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I. DIPLOMA REQUIREMENTS:

Credits: 180

- 162 credits for compulsory disciplines;
- 18 credits for elective disciplines;
- 3 credits for *Practice* (including the credits for compulsory disciplines from point 1 and point 2 above);
- 10 credits for writing the Bachelor's Thesis - disciplines (DS): *Bachelor's Thesis Writing Methodology / Researches on Bachelor's Thesis Writing* (included in the number of those allotted to mandatory disciplines of point 1 above);
- 10 credits for the Bachelor's Degree Examination. In the case of Bachelor's Degree Examination, it is awarded:
 - 5 credits for "Fundamental and Specialty Knowledge".
 - 5 credits for "Presentation of the Final Bachelor's Degree Thesis".

II. STUDY SCHEDULE (in number of weeks)

Year	Didactic Activities		Sessions of Exams					Practice*	Holiday		
	sem. I	sem. II	Winter	Winter Failed Exams	Summer	Summer Failed Exams	Fall Failed Exams		Winter	Spring	Summer
Year I	14	14	3	1	3	1	2	-	3	1	10
Year II	14	14	3	1	3	1	2	3	3	1	10
Year III	14	14	3	1	3	1	2	-	3	1	10

* The Practice is organized on the basis of syllabi developed by the department and approved by the Faculty Council. The practice takes place in university laboratories and economic units in the field, based on practice conventions. The duration of semesters of study: 14 weeks of Teaching Activities for all semesters. The 2nd year, 2nd semester includes three weeks of practice (included in the 14 weeks of Didactic/Teaching Activities), respectively 84 hours that can take place merged or during the semester.

III. NUMBER OF HOURS AT COMPULSORY AND ELECTIVE DISCIPLINES: 1736

Year	SEMESTER I	SEMESTER II
year I	21	21
year II	21	21
year III	20	20

No	Disciplines	Number of hours			Total		RAQAHE/ARACIS Standard
		year I	year II	year III	Hours	%	[min / max. %]
1.	Mandatory/Compulsory - MD	560	476	476	1512	90,00	80 - 90
2.	Optional/Elective - OD	0	84	84	168	10,00	20 - 10
TOTAL		560	560	560	1680	100,00	100
3	Physical Education I/1,2,3,4	28	28	0	56		
4	Facultative - DF	0	140	140	280		

No	Disciplines	Number of hours			Total		RAQAHE/ARACIS Standard
		year I	year II	year III	Hours	%	[min / max. %]
1.	Fundamental - FD	420	84	0	504	30,00%	25 - 30
2.	In the field / specialty – IFD/SD, out of which:	140	350	518	1008	60,00%	70 - 60
	2.1 Bachelor's Thesis project - BP	0	0	56	56	5,56%	min. 3
	2.2 Complementary - CD	42	42	0	84	8,34%	5 - 10
3.	University choice / option - UO	0	126	42	168	10,00%	15 - 0
TOTAL		560	560	560	1680	100%	100

IV. THE WEIGHT OF THE DISCIPLINES BELONGING TO THE COMPULSORY + ELECTIVE CATEGORIES:

Total number of hours (including Physical Education and facultative): 1680 + 56 + 280 = 2016

Total number of hours (excluding Physical Education and facultative): 1680

out of which:

- Total number of course hours: 854
- Total number of applications: 826
- The ratio number of weekly hours of course/applications: 1 / 0,97

- Hours allotted to compulsory disciplines (% of total): 90% = 1512/1680
- Hours allotted to optional disciplines (% of total): 10% = 168/1680
- Hours allotted to facultative disciplines: = 280

- Hours allotted to fundamental disciplines (% of total): 30,00% = 504/1680
- Hours allotted to in the field and specialty disciplines (% of total): 60,00% = 1008/1680

- Hours allotted to Bachelor's Thesis project (*Bachelor's Thesis Writing Methodology and Researches on Bachelor's Thesis Writing*) – 56 hrs. BP,

out of which:

• The weight of hours allotted to Bachelor's Thesis project in the Curriculum (mandatory + optional): 3,33% = 56/1680

• The weight of hours allotted to Bachelor's Thesis project in IFD+SD hours (mandatory + optional): 5,56% = 56/1008

- Hours allotted to complementary disciplines (% of IFD+SDI): 8,34% = 84/1008



- Hours allotted to disciplines at university choice/option (% of total):	10,00%	=168/1680
- The total ratio of hours of course/total hours of applications:	1 / 0,97	=854/826
- The weight of practice in the Curriculum (mandatory + optional):	5,00%	=84/1680
- Ratio Exams/Colloquiums and Continuous Assessment = 23 Ex / 22Cv andVp	1/ 0,95	=23/22

Total number of credits: 180

- Credits pertaining to fundamental disciplines of the total of compulsory credits:	62
- Credits pertaining to specialty disciplines of the total number of compulsory credits:	110
- Credits pertaining to complementary disciplines of the total number of compulsory credits:	8

V. THE FLEXIBILITY OF EDUCATIONAL PROCESS – HOW TO CHOOSE ELECTIVE DISCIPLINES :

The flexibility of the study programme is ensured by elective and facultative disciplines. The elective disciplines are proposed for semesters III-VI and are grouped in sets/packages. From each set of elective disciplines, the student chooses one that turns compulsory. This activity takes place before the beginning of the academic year which includes semesters containing packages of elective disciplines.

VI. BACHELOR DEGREE'S EXAM:

1. Communication of the topic of the diploma thesis: semester IV;
2. Final bachelor's degree thesis writing: semesters V and VI;
3. Presentation of the final bachelor's degree thesis: month July/September.

VII. A CREDIT POINT REQUIRES A TOTAL OF 28 HOURS/SEMESTER OF TEACHING AND LEARNING ACTIVITIES.



VIII DISTRIBUTION OF CREDITS ACCORDING TO COMPETENCES (TABLES NRQHE/ARACIS - Grid 1 *):

No	Discipline **	Sem.	Number of credits	Professional competences						Transversal Competences		
				C1	C2	C3	C4	C5	C6	CT1	CT2	CT3
1.	Microeconomics	I	5	2	1	1			X	0,5	0,5	
2.	Basics of Accounting	I	5	2	1	1		1	X			
3.	Economic Statistics	I	5	1		1		2	X	0,5	0,5	
4.	Economic Informatics	I	5					5	X			
5.	Financial and actuarial mathematics	I	4	1				1	X	1		1
6.	Economics of the firm	I	3	1	1	1			X			
7.	Foreign Language for Business II.1	I	3	2					X	0,5		0,5
8.	Physical Education I.1	I	1						X	1		
9.	Macroeconomics	II	5	4	1				X			
10.	Management	II	5	1	1	1	1	1	X			
11.	Marketing	II	5	2	1	1		1	X			
12.	Law	II	4	1	1				X	1		1
13.	Contemporary Economic Doctrines	II	5	2					X	1	1	1
14.	Statistical processing on computer	II	3	1	1			1	X			
15.	Foreign Language for Business II.2	II	3	2					X	0,5		0,5
16.	Physical Education I.2	II	1						X	1		
17.	European Economics	III	6	3	1				X	1	0,5	0,5
18.	Public Finances	III	5	1	1	1			X	1		1
19.	Company Finances	III	4	2	1	1			X			
20.	Investments and EU economy	III	5	1	1	1			X	1	1	
21.	European business environment	III	4	2	1	1			X			
22.	Foreign Language for Business II.3	III	2						X	1		1
23.	Physical Education I.3	III	1						X	1		
24.	Human resources management	III	4				4		X			
25.	Strategic Management	III	4				4		X			
26.	International Management	III	4				4		X			
27.	Firm Management	III	4				4		X			
28.	Quality Management	III	4				4		X			
29.	Entrepreneurial Culture	III	4	1	1	0,5			X	0,5	0,5	0,5
30.	Accounting	III	5	1	1	1		1	X	1		
31.	Business Ethics	III	4	1					X	1	1	1
32.	World Economy	IV	6	2	1	1,5			X	0,5	0,5	0,5
33.	International Transactions	IV	6	2	1	1,5			X	0,5	0,5	0,5
34.	Entrepreneurship	IV	6	1	1,5	1,5	0,5		X	0,5	0,5	0,5
35.	Foreign Language for Business II.4	IV	3						X	1	1	1
36.	Practice	IV	3	1,5					X	0,5	0,5	0,5
37.	Physical Education I.4	IV	1						X	1		
38.	International Marketing	IV	6	2	2	2			X			
39.	Commercial techniques	IV	6	2	2	2			X			
40.	Electronic Trade	IV	6	2	2	2			X			
41.	Merchandising	IV	6	2	2	2			X			
42.	Logistics	IV	6	2	2	2			X			
43.	Multimedia	IV	3	1					X	1		1
44.	Starting a Business	V	5	1	1	1	0,5		X	0,5	0,5	0,5
45.	Business Investment Strategies	V	5	2	1,5	1,5			X			
46.	Promotional Techniques	V	4	1	1	2			X			
47.	Sustainable development and businesses	V	4	2	1	1			X	0,5		0,5
48.	Communication in Foreign Language II.1	V	3		2				X	0,5		0,5
49.	Bachelor's Thesis Writing Methodology	V	5	1	1	1			X	1	0,5	0,5
50.	Economic projects and business games	V	4	1	1	1			X			1
51.	Commercial law	V	4	1	1	1			X			1
52.	Business negotiations technique	V	4	1	1	1			X			1
53.	International Corporate Finances	V	3	1	1	1			X			
54.	Comparative Management	V	4				4		X			
55.	Business Ethics	VI	4	1	1	0,5			X	0,5	0,5	0,5
56.	Communication and public relations in business	VI	5	2	0,5	0,5	0,5		X	0,5	0,5	0,5
57.	Banking techniques and operations	VI	4	2	1	1			X			
58.	Customer relationship management	VI	5	1	1	2		1	X			
59.	Commercial Communication in Foreign Language II.2	VI	3	1	1				X	0,5		0,5
60.	Researches on Bachelor's Thesis Writing	VI	5	0,5	0,5	1	1	0,5	X	0,5	0,5	0,5
61.	Supplier relationship management	VI	4	1	1	1	0,5	0,5	X			



62.	Community law	VI	4	1	1	1	0,5	0,5	X			
63.	Transports	VI	4	1	1	1	0,5	0,5	X			
64.	Tourism Planning Technique	VI	3	1		1			X	0,5		0,5
65.	Multinational Corporations	VI	4	1	1			1	X	0,5		0,5

Legend:

C1 – C5 – Professional Competences; CT1 - CT3 – Transversal Competences

* According to *Grid 1* (G1 - "Description of program / field of study by professional and transversal competences") showing the following variants: G1L and G1M pertaining to the BA and MA programs of study in accordance with MECTS Order no. 5703 / 18.10.2011.

** All disciplines in the curriculum.



Grid 1 (G1 - "Description of program / field of study through professional and transversal competences) showing the following variants: G1L and G1M pertaining to the BA and MA programs of study in accordance with MECTS Order no. 5703 / 18.10.2011:

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
KNOWLEDGE					
1. Knowing, understanding concepts, basic theories and methods of the field and area of specialization; their appropriate use in professional communication	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
2. Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated to the field	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
ABILITIES					
3. Applying basic principles and methods for solving well-defined problems / situations, typical for the field under a qualified assistance	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
4. Appropriate use of standard assessment criteria and methods to evaluate the quality, merits and limitations of processes, programs, projects, concepts, methods and theories	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
5. Professional project writing and using principles and methods established in the field	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
Minimum performance standards for competence assessment	Designing a SWOT analysis of the firm/organization in its interaction with	Elaboration of a plan for functional and structural analysis of the firm/	Projection of a research concerning the better operating of a subdivision of	Elaboration of an analysis regarding the human resources in a	Selecting a dataset for resolving a business administration issue



Professional Competences / Level Descriptors of Professional Competences' Structural Elements	C1. Collection, processing and analysis of the information regardin 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
	the external business environment	organization	the firm/ organization	firm/organization	

Level Descriptors of the Transversal Competences	Transversal Competences	Minimal Standards of Performance for Competence Evaluation
<i>6. Responsible execution of the professional duties, in conditions of limited autonomy and qualified assistance</i>	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.
<i>7. Getting accustomed to the roles and activities specific to teamwork and task distribution, for subordinate levels.</i>	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.
<i>8. Awareness of the need of continuous formation: efficient use of the educational resources and techniques for personal and professional development.</i>	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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