

UNIUNEA EUROPEANA



GUVERNUL ROMÂNIEI

Fondul Social European
POSDRU 2007-2013Instrumente Structurale
2007-2013MINISTERUL
EDUCAȚIEI
NAȚIONALE
POSDRUUNIVERSITATEA DE VEST
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Proiect cofinanțat din Fondul Social European prin Programul Operațional Sectorial Dezvoltarea Resurselor Umane 2007- 2013

COURSE SYLLABUS

1. Information about the programme

1.1 Institution of higher education	West University of Timisoara
1.2 Faculty / Department	of Economics and Business Administration
1.3 Department of	Finance
1.4 Area of study	Finance
1.5 Level of studies	Undergraduate
1.6 Training / qualification	Finance and Banking

2. Discipline data

2.1 Course title	Internship FB1FB2220						
2.2. Internship coordinators	Assoc. Prof. MURGEA Aurora PhD, Assoc. Prof. NICOLESCU Cristina PhD, Lect. CRĂȘNEAC Alexandru PhD, Lect. NĂCHESCU Miruna PhD						
2.4 Year of study	II	2.5 Semester	II	2.6 Type of assessment	C	2.7 Type of subject matter	M - Mandatory

3. Total estimated time(hours per semester)

3.1 Number of hours per week	30	3.2 internship	30
3.3 Total hours per semester	90		
3.4. Number of credits	3		

4. Prerequisites (where applicable)

4.1 of curriculum	acquiring knowledge on Taxation, Direct investment and enterprise financing, Capital market operations of credit institutions, Commercial insurance
4.2 of skills	appropriate use of concepts, theories, methods and tools for financial and monetary, to understand how the performance of practical activities in the public and private entities / organizations

5. Conditions (where applicable)

5.1 of the internship	<ul style="list-style-type: none"> Practice will take place at a host organization engaged in the field of study based on practice Conventions
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6. Specific skills acquired

Transversal skills	CT2 Identification of roles and responsibilities in a multi specialized team and application of relation techniques and effective work within the team
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7. Course objectives (based on the grid of the skills acquired)

7.1 The overall objective of discipline	<ul style="list-style-type: none"> assimilation by students, on the one hand, of events that manifest in microeconomics, on the other hand, the financial activity of economic agents. In this context, the practice will take place in specialized financial departments of companies, autonomous bodies, government or financial institutions or credit
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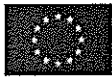
8. Contents

8.1. Practical work	Teaching methods	Comments
A. Companies: A1. Presentation of the economic A2. Presentation operational processes taking place in the department ... A3. Employee job A4. Selection of investment projects A5. Internal funding sources - Depreciation A6. Internal funding sources - the undistributed profits A7. Sources of external financing - bank loans A8. Sources of external financing - leasing A9. Cost of equity A10. The cost of borrowed capital A11. financial structure A12. Weighted average cost of capital	Case study	90h

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A13. Dividend policy		
A. Financial and credit institutions: B1. Information on banking and financial institution B2. Presentation operational processes taking place in the department of financial institution that is practical B3. Job Description B4. Operations Operational Procedures natural / legal B4.1. Opening a bank account deposit and withdrawal B4.2. Domestic and foreign currency payments, Western Union and currency exchange B4.3. Establishment of bank deposits B4.4. Card operations B4.5. Cashless payment instruments B5. Lending to individuals / legal B5.1. The procedure for granting credit B5.2. Credit file B5.3. Evaluation of financial performance of the loan applicant B5.4. Analysis credit file B5.5. Contracting the credit B5.6. Credit guarantee B5.7. Bad loans	Case study	90h
C. Tax Administration Offices C1. Presentation of institution C2. Description of the operational activities of the institution C3. Employee Job Description C4. Activities registry taxpayers C5. Management of tax C6. Management financial statements of the economic C7. Management of tax files C8. Risk analysis C9. Analytical evidence payers	Case study	90h

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<p>C10. Compensation / refund tax obligations C11. enforcement C12. Extinction of tax claims C13. Insolvency and joint liability C14. Taxpayer assistance C15. Tax record</p>		
<p>D. Insurance companies D1. Presentation of the institution D2. Description of the operational activities of the institution D3. Employee Job Description D4. Casco auto insurance policy D5. Insurance policy of mandatory / optional housing D6. Travel Insurance Policy D7. MTPL compulsory motor insurance policy D8. Ending a life insurance D9. A contract of professional indemnity insurance D10. Opening a home insurance claim file for D11. Opening a claim file at MTPL insurance D12. Opening an insurance claim file Casco D13. Participation in the work of finding / damage assessment D14. File a report of finding auto insurance claims D15. Checking a claim file and settlement formalities</p>	Case study	90h
<p>E. Financial investment companies E1. Presentation of the institution E2. Description of the operational activities of of the institution E3. Employee Job Description E4. Quantifying return on shares of companies listed on the BSE category E5. Calculation of risk associated with a financial instrument</p>	Case study	90h

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<p>E6. Achieving an optimal portfolio in terms of return-risk ratio</p> <p>E7. Evaluation of a financial instrument by using fundamental analysis</p> <p>E8. Applying technical analysis trading platform</p> <p>E9. Use Japanese candlestick charts with technical analysis</p> <p>E10. Use trading platform trend indicators</p> <p>E11. Possibilities of measuring portfolio performance</p> <p>E12. Adequacy structure of a portfolio of financial instruments in the client's risk profile</p>		
<p>Bibliography</p> <ol style="list-style-type: none"> 1. Pirtea M., Cristea C., Nicolescu C., Boțoc C., <i>Managementul financiar al companiei</i>, Ed. Mirton, Timișoara, 2010. 2. Heteș-Gavra, I., <i>Operațiunile instituțiilor de credit</i>, Ed. Mirton, Timișoara, 2009 3. Cristea H., Mutașcu M., Nicolescu C., <i>Elemente de teorie și practică fiscală</i>, Ed. Mirton, Timișoara, 2009. 4. Șeulean, Victoria, <i>Protecție și asigurări sociale</i>, Editura Mirton, Timișoara, 2003. 5. Șeulean Victoria, Barna Flavia, Chiș Codruța, <i>Asigurări comerciale. Volumul I</i>, Ed. Mirton, Timișoara, 2007 6. Working documents from internship entity 7. Reports / regulations / analysis from internship entity 		

9. Corroboration of the course contents with the epistemic expectations of the community representative, professional associations and representative employers of the programme itself.

- Course content is consistent with those of similar disciplines taught at the undergraduate curricula of faculties in the country and abroad. In meetings with representatives of professional associations and employers, they were consulted on the content of the discipline, so that the skills acquired by graduates of this specialization to meet labor market needs.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of the final mark
10.4. Internship specific work	1. <i>Evaluation of the report and internship journal</i>	Written paper	70%

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	<p>Minimum requirements for 5</p> <ul style="list-style-type: none"> - Development portfolio practice under the proposed theme; - Integration of knowledge gained in the project developed internship; <p>Requirements for 10</p> <ul style="list-style-type: none"> - Development portfolio practice under the proposed theme; - Excellent integration of knowledge gained in the project developed internship; - The ability to interpret information and draw conclusions; <p><i>2. Evaluation of the colloquium</i></p> <p>Minimum requirements for 5</p> <ul style="list-style-type: none"> - Presentation of the colloquium; - Presentation portfolio of practice; - Relevant answers to questions on practical work; <p>Requirements for 10</p> <ul style="list-style-type: none"> - Presentation of the colloquium; - Creation of a portfolio of structured practice; - Knowledge and learning at the highest specific activities of the organization held practice activity; - Ability to formulate conclusions / personal opinions about the organization's work has been carried out practice. 	Answers to questions	30%
10.5 Minimum performance standards			
<ul style="list-style-type: none"> • doing internship in the host entity • write an internship report and a journal for daily activity • minimum 5 grade 			

Date of submission: September 2014

Titular of the course:

Seminary titular:

Date of approval in department: September 2014

Head of the Department:

Assoc. Prof. Nicoleta MOLDOVAN PhD

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