



UNIUNEA EUROPEANĂ



GUVERNUL ROMÂNIEI

Fondul Social European
POSDRU 2007-2013Instrumente Structurale
2007-2013MINISTERUL
EDUCAȚIEI
NAȚIONALE
DPOSDRUUNIVERSITATEA DE VEST
DIN TIMIȘOARA

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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	Management
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	MANAGEMENT FB1TC2104						
2.2 Course titular	Prof. Nicolae-Aurelian BIBU PhD						
2.3 Workshop activities titular	Ec. Roxana Nadina ROIBAN PhD						
2.4 Year of study	II	2.5 Semester	I	2.6 Type of assessment	E	2.7 Type of subject matter	OB

3. Total estimated time(hours of teaching per semester)

3.1 Number of hours per week	3	3.2 curs	2	3.3 workshops	1
3.4 Total hours in the curriculum	42	3.5 curs	28	3.6 workshops	14
Distribution of time:					ore
Study based on Instructions, course materials, bibliography and notes					30
Additional documentation library, specialized electronic platforms / field					15
Training seminars / laboratories, homework, essays, portfolios and essays					20
Tutoring					-
Examinations					9
Other activities: giving the students advices on how to organize an event, as a part of their evaluation					9
3.7 Total hours of private study	83				
3.8 Total hours per semester	125				
3.9 Number of credits	5				

4. Prerequisites (where applicable)

4.1 of curriculum	
4.2 of skills	• English.

5. Condiții (where applicable)

5.1 of the course	<ul style="list-style-type: none"> Materials: video-projector. Students' attendance for the course activities –50%.
5.2 to lead seminar / laboratory	<ul style="list-style-type: none"> Students' attendance for the seminar activities –70%.

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6. Specific skills acquired

Professional skills	<p>C3 Performing economic and financial tasks in private or public entities/organizations</p> <ul style="list-style-type: none"> C3.1 Description of economic and financial activities performed in private or public entities/organizations C3.2 Explaining the economic and financial activities performed in private or public entities/organizations <p>ABILITIES</p> <ul style="list-style-type: none"> C3.3 To apply the knowledge, methods, techniques and instruments for several financial and economic assignments C3.4 To use various indicators to assess different economic or financial activities C3.5 To work on a study on economic or financial activities
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7. Course objectives (based on the grid of the skills acquired)

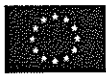
7.1 The overall objective of discipline	<ul style="list-style-type: none"> Students will acquire information regarding the main functions of management; Improving student's abilities to understand the management techniques, and methods;
7.2 The specific objectives	<ul style="list-style-type: none"> Understanding of different styles of management and concepts; Learning different approaches on management; Presenting and learning the methods and techniques used by managers; Forming the student's abilities to apply management methods and techniques according to organization's particularities; Understanding how different factors can influence a business; Promoting team work by practical simulations.

8. Contents

8.1 Course	Teaching methods	Comments
Chapter I: Management Basics - Introduction to Management	Exposure: description, explanation.	Week 1: 2h <ul style="list-style-type: none"> × The definition of management × Management principles × Main functions of management
Chapter II: A short history of Management Theory and Practice	Exposure: description, explanation.	Week 2: 2h <ul style="list-style-type: none"> × The main schools of Management: <ul style="list-style-type: none"> - The Classical Era; - The Human Era; - The Calculating Era; - The Values and Beliefs Era.
Chapter III: The Environment and Context of Management: The Task and Macro Environments of	Exposure: description, explanation, discussions based on case studies.	Week 3: 2h <ul style="list-style-type: none"> × The main elements of the task environment × The main elements of the Macro environment

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Management		<ul style="list-style-type: none"> * The main elements of the international environment
Chapter IV: The Systemic approach of the Organization	Exposure: description, explanation, examples, demonstrations.	Week 4: 2h <ul style="list-style-type: none"> * Definition of a system * Main elements of a system * The organization as a system
Chapter V: Planning: The Decision-Making Process	Exposure: description, explanation, examples.	Week 5, 6: 4h <ul style="list-style-type: none"> * What is planning * The main steps of a planning process
Chapter VI: Setting Goals and Making Plans	Exposure: description, explanation, examples, demonstrations.	Week 7: 2h <ul style="list-style-type: none"> * Goals setting * SWOT analysis * SMART goals
Chapter VII: Organizing: Fundamentals of Organizing	Exposure: description, explanation.	Week 8: 2h <ul style="list-style-type: none"> * Fundamental concepts of organizing * Main approaches on organizing
Chapter VIII: Organization Design	Exposure: description, explanation, examples, demonstrations.	Week 9: 2h <ul style="list-style-type: none"> * The main types of Organization design and their particularities
Chapter IX: Controlling: Control	Exposure: description, explanation.	Week 10, 11: 4h <ul style="list-style-type: none"> * The fundamentals of controlling from the mainstream and multistream perspective
Chapter X: Leading: Motivation and Leadership	Exposure: description, explanation, examples.	Week 12: 2h <ul style="list-style-type: none"> * Employee motivation * Leaders * Leadership styles
Chapter XI: Methods of Management	Exposure: description, explanation, examples.	Week 13, 14: 4h <ul style="list-style-type: none"> * The main methods of Management: <ul style="list-style-type: none"> - Management by Objectives; - Management by Budgets; - Management Exception; - Management by Projects; - Management by Product.
Bibliography <ol style="list-style-type: none"> 1. Baker & 1. Principles of Management, 3rd Edition, Cengage International, 2010, Bruno Dyck, Mitchell Neubert 2. Bateman, T, Snell, S., A., Management, Leading and Collaborating in a competitive world, 9th edition, McGraw-Hill, 2010 3. Black, J.S., Porter, L. W., Management, Meeting New Challenges, Prentice Hall, New Jersey, USA, 2000 4. Bygrave W., Zacharakis A., Entrepreneurship, John Wiley & Sons, Inc, 2008 		

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5. Dessler G, Starke D.A, Management: Principles and Practices for Tomorrow`s leaders, 3 rd edition, Prentice Hall, 2004		
6. Jones G. Organisational theory, design and change, Pearson, Prentice Hall, 2004		
7. Encyclopedia of Management, 4 th. edition, eBook version, Gale Cengage Learning, 2005		
8.2 Seminar / lab	Teaching methods	Comments
Chapter I: Management Basics - Introduction to Management	Explanations, examples, dialogue	Week 1: 2h
Chapter II: A short history of Management Theory and Practice	Explanations, examples, dialogue, case studies	Week 3: 2h
Chapter III: The Environment and Context of Management: The Task and Macro Environments of Management	Explanations, examples, dialogue, case studies	Week 5: 2h
Chapter IV: The Systemic approach of the Organization	Explanations, examples, dialogue	Week 7: 1h
Chapter V: Planning: The Decision-Making Process	Explanations, examples, dialogue, case studies	Week 7: 1h
Chapter VI: Setting Goals and Making Plans	Explanations, examples, dialogue, case studies	Week 9: 1h
Chapter VII: Organizing: Fundamentals of Organizing	Explanations, examples, dialogue, case studies	Week 9: 1h
Chapter VIII: Organization Design	Explanations, examples, dialogue, case studies	Week 11: 1h
Chapter IX: Controlling: Control	Explanations, examples, dialogue	Week 11: 1h
Chapter X: Leading: Motivation and Leadership	Explanations, examples, dialogue, case studies	Week 13: 1h
Chapter XI: Methods of Management	Explanations, examples, dialogue, case studies	Week 13: 1h
Bibliography		
1. Baker & 1. Principles of Management, 3rd Edition, Cengage International, 2010, Bruno Dyck, Mitchell Neubert		
2. Bateman, T, Snell, S.,A., Management, Leading and Collaborating in a competitive world, 9th		

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 3. Black, J.S., Porter, L. W., Management, Meeting New Challenges, Prentice Hall, New Jersey, USA, 2000
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 6. Hellriegel, D., Jackson, S.E., Slocum, J.W., Management: A Competency-Based Approach, South-Western, Thomson Learning, Cincinnati, USA, 2002
 7. Jones G. Organisational theory, design and change, Pearson, Prentice Hall, 2004
 8. Encyclopedia of Management, 4 th. edition, eBook version, Gale Cengage Learning, 2005

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

- By acquiring theoretical and methodological concepts and practical aspects included in the discipline approach "Management", students acquire a solid knowledge base, according to partial competences required for possible occupations in companies;
- The course is in the curricula of universities and faculties in Romania;
- Course content is consistent with the expectations/requirements of the finance and banking representative companies/employers.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of the final mark
10.4 Cours	Acquiring and understanding of issues addressed in the course	Written exam during the exam session, consisting of multiple choice questions	50%
10.5 Workshop	Ability to solve practical problems specific course	Students will have to form teams and organize an event, each one of them having a specific task assigned by the manager. They also have to make a project that describes all the steps followed in order to achieve the goals and a short presentation in front of the class.	50 %
10.6 Minimum performance standards			
<ul style="list-style-type: none"> • Minimum grade 5 for each of the two evaluation methods: multiple choice questions written exam and the organization of the event 			

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Date of submission: September 2014

Titular of the course:
Professor BIBU Nicolae PhD

Seminary titular:
Ec. ROIBAN Roxana PhD

Date of approval in department: September 2014

Head of the Department:
Prof. BIBU Nicolae PhD

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