

COURSE SYLLABUS FINANCIAL ACCOUNTING

1. Program identification details

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	FACULTY OF ECONOMIC SCIENCES
1.3 Department	GENERAL ECONOMY
1.4 Field of studies	BUSINESS ADMINISTRATION
1.5 Cycle of studies (degree)	Bachelor Degree
1.6 Degree program/qualification	BUSINESS ADMINISTRATION
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	FINANCIAL ACCOUNTING						
2.2 Course code	BA2205						
2.3 Instructor	Prof.univ.dr. ASALOS NICOLETA						
2.4 Teaching assistant	Prof.univ.dr. ASALOS NICOLETA						
2.5 Year	II	2.6 Semester	II	2.7. Evaluation type	E	2.8 Course type */**	DR

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	4	of which: 3.2 course	2	3.3 applications***	2
3.4 Total of teaching hours within the program/semester	44	of which: 3.5 lecture	22	3.6 seminar	22
3.7 Student workload for individual study					81
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					30
Additional research (library, electronic resources, fieldwork)					20
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					25
Individual consultations (optional)					
Evaluations / exams					2
Other activities					4
3.8 Total hours per semester	125				
3.9 Number of credits	5				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	
4.2 Skills-related	

5. Requirements (if any)

5.1. For running the course	
5.2. For running the seminar / laboratory /project	
<i>*The type is to be chosen according to the discipline</i>	

6. Acquired specific skills

Professional skills	<p>Knowing how to organize and manage financial accounting within the units where they carry out their activities;</p> <p>Identifying the particularities regarding the organization of stock accounting;</p> <p>The necessity of permanent knowledge of the debts and receivables of the economic agent, the management of the financial resources and the way of their accounting;</p> <p>Continuous tracking of revenue and expenditure will justify the result recorded by the respective entity</p>
Cross-cutting skills	<p>Applying the principles, norms and values of professional ethics in achieving their attributions, in order to identify, based on the economic-financial documentation, the available resources, the patrimonial situation of the entity, in order to make the best decisions</p>

7. Course goal and objectives

7.1 The general objective of the course	To acquire knowledge on how to organize and manage the financial accounting at the entity level.	
7.2 Specific objectives	To be able to interpret a verification balance of the entity and to be able to systematize and generalize economic information using the balance sheet and the profit and loss account.	

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
Chapter I - ORGANIZATION OF FINANCIAL ACCOUNTING 1.1.Financial Accounting - object of study 1.2. Accounting methods 1.3. Accounting principles 1.4 Supporting documents and accounting records 1.5 Accounting assessment 1.6.Accounting organization 1.7.Accounting management 1.8.Accounting forms	Lecture and discussion	Online teaching Videoconferen ce Webex Meetings	2
Chapter II - ACCOUNTING OF CIRCULATING ASSETS 3.1. Stock Accounting 3.2. Accounting of short-term financial investments			2

3.3. Accounting of liquid assets in banks and cashier		
Chapter III - ACCOUNTING OF THIRD PARTIES 4.1. General structure of claims and debts 4.2. Documents on the accounts of third party settlements 4.3. Organization of accounts with third parties 4.4. Accounting for supplier and customer settlements 4.5. Accounting for personnel settlements and insurance and social security budgets 4.6. Accounting for state budget settlements		4
Chapter IV – EQUITY ACCOUNTING 6.1. Structure of equity 6.2. Organization of equity accounting 6.3. Social capital accounting 6.4. Accounting for capital premiums 6.5. Accounting for revaluation reserves 6.6. Reserves accounting 6.7. Accounting for own shares 6.8. Accounting for the result of the financial year 6.9. Accounting for retained earnings		2
Chapter V - ACCOUNTING OF IMMOBILIZED ASSETS 2.1. Structure of the mobilized assets 2.2. Organizing the accounting of fixed assets 2.3. Assessing fixed assets 2.4. Intangible assets accounting 2.5. Tangible assets accounting 2.6. Financial assets accounting		4
Chapter VI - ACCOUNTING OF EXPENSES AND REVENUE 7.1. Structure of expenditure and income in financial accounting 7.2. Organization of expenditure and income accounting 7.3. Expenditure Accounting 7.4. Income accounting		4
Chapter VII - ANNUAL FINANCIAL SITUATIONS 8.1. Importance, role and financial implications 8.2. Structure of annual financial statements 8.3. Preparatory work for drafting annual financial statements 8.4. Drafting annual financial statements		4
Bibliography: [1]. Asaloș Nicoleta - Bazele contabilității, Ed. Lumina Lex, București, 2015 [2]. Asaloș, N., Mirea, M., Nicolae, T. – <i>Contabilitate financiară</i> , Ed. Ex Ponto, Constanța, 2004 [3]. Bojian, O. – <i>Contabilitate generală</i> , Ed. Universitară, București, 2003 [4]. Călin, O., Ristea, M., Văduva, I., Neamțu, H. – <i>Bazele contabilității</i> , Ed. Didactică și Pedagogică, R.A., București, 1997 [5]. Crețoiu, Gh., Bucur, I. – <i>Contabilitate. Fundamentele și noul cadru juridic.</i> , Ed. All		

- Beck, București, 2004
- [6]. Colasse, B. – *Contabilitate generală*, ediția a 4- a, Ed. Moldova, 1995
- [7]. Dumitru, C. G. – *Contabilitate. Teste grilă rezolvate și lucrare practică monografică*, Ed. Universitară, București, 2004
- [8]. Feleagă, N., Ionașcu, I. – *Contabilitate financiară*, vol.III, Ed. Economica, 1993
- [9]. Feleagă, N., Ionașcu, I. – *Tratat de contabilitate financiară*, vol. I, vol II, Ed. Economică, București, 1998
- [10]. Pânteia I. P., Bodea Gh. – *Contabilitate financiară*, Editura INTELCREDO, Deva, 2011
- [11]. OMFP 1802/2014

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Mode of achievement / Technical devices	Number of hours
1. Accounting for fixed assets	Applications	Online teaching Webex Meetings	4
2. Accounting for stock and in-progress production			4
3. Treasury accounting			2
4. Third-party accounting			4
5. Accounting for assimilated loans and debts			2
6. Equity accounting			2
7. Accounting for expenditure and revenue			4
Bibliography:			
[1]. Avram,M -“Contabilitate de gestiune ”, Editura Mirton, Timisoara, 2003			
[2]. Caraiani,C.,Dumitrana,M-“Contabilitate de gestiune si control de gestiune”, Ed. InfoMega, Bucuresti, 2005			
[3]. Călin O., Cârstea Gh., Contabilitatea de gestiune și calculația costurilor, Editura Genicod, București, 2002;			
[4]. Cristea H., Contabilitatea și calculațiile în conducerea întreprinderii, ediția a II-a, CECCAR, București, 2003;			
[5]. Epuran M., Contabilitate și control de gestiune, Editura Economică, București, 1999;			
[6]. Ordinul ministrului finanțelor publice nr. 1.826/2003 pentru aprobarea Precizărilor privind unele măsuri referitoare la organizarea și conducerea contabilității de gestiune, publicat în Monitorul Oficial nr. 23 din 12 ianuarie 2004			
[7]. *** OMFP nr. 1802/2014, publicat în Monitorul Oficial al României nr.963/30.12.2014			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	Completeness and	Written exam	70%

	correctness of accumulated knowledge; - Ability to analyze and interpret knowledge; - Capacity to operate with the assimilated knowledge; - Course attendance	online	
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	Completeness and correctness of accumulated knowledge; - Active participation in seminars; - Creativity; - Conscientiousness; - Interest for individual study; - Originality.	Systematic observation, projects, studies, tests	30%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
Minimum requirements for grade 5 (minimum for a pass) A minimum capacity to acquire the correctness and completeness of knowledge by doing homeworks and active participation in teaching activities during the semester.			

Date of completion

Course Instructor,
Prof.univ.dr. Asalos NicoletaTeaching Assistant,
Ec.dr. Munteanu Ionela

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Date of approval in the Department

Head of Department,
Conf.univ.dr. Cosma Sorinel

.....18 10 2021.....

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COURSE SYLLABUS**Econometrics****1. Program identification details**

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Faculty of Economic Science
1.3 Department	General Economie
1.4 Field of studies	Business administration
1.5 Cycle of studies (degree)	Licence
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

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2. Course identification details

2.1 Course title	Econometrics						
2.2 Course code	BA2206						
2.3 Instructor	Prof.univ.dr. Aivaz Kamer Ainur						
2.4 Teaching assistant	Prof.univ.dr. Aivaz Kamer Ainur						
2.5 Year	II	2.6 Semester	II	2.7. Evaluation type	Ex	2.8 Course type */**	DF

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	3	of which: 3.2 course	2	3.3 applications***	1
3.4 Total of teaching hours within the program/semester	33	of which: 3.5 lecture	22	3.6 seminar	11
3.7 Student workload for individual study					92
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					40
Additional research (library, electronic resources, fieldwork)					20
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					30
Individual consultations (optional)					
Evaluations / exams					2
Other activities					
3.8 Total hours per semester	3.4. + 3.7				
3.9 Number of credits	125				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	
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	It's not necessary
4.2 Skills-related	It's not necessary

5. Requirements (if any)

5.1. For running the course	the use of computers in presenting the theoretical notions necessary to understand and substantiate the practical-applied methodology in the field of information analysis
5.2. For running the seminar / laboratory /project <i>*The type is to be chosen according to the discipline</i>	the use of computers in presenting the theoretical notions necessary to understand and substantiate the practical-applied methodology in the field of information analysis

6. Acquired specific skills

Professional skills	<p>Acquiring the concept of regression;</p> <p>Formation of theoretical and practical skills to build a simple linear regression model;</p> <p>The habit of building a simple linear model with data from the official statistics of Romania;</p> <p>Acquiring the knowledge and skills to use a statistical software for modeling;</p> <p>Development of generalization skills and comparative analysis of simple and multiple models;</p> <p>Learning the stages of econometric modeling and specific notions;</p> <p>The habit of constructing a multiple linear model with data from the official statistics of Romania;</p> <p>Understanding the content of each hypothesis and the effects of their violation for a model;</p> <p>Learning the methodology for testing the hypotheses of the regression model;</p> <p>Making predictions based on a set of available information.</p>
Cross-cutting skills	<p>Ability to develop and implement a complex study involving the use of econometric modeling;</p> <p>Willingness to work cooperatively and flexibly within a team;</p> <p>Ability to take the initiative and the ability to respond positively to change;</p> <p>Ability to identify weaknesses and strengths.</p>

7. Course goal and objectives

7.1 The general objective of the course	Acquiring the basic notions and the method of econometric modeling that offers the possibility to study the links between economic and social phenomena, and to develop the student's ability to choose and use an appropriate model in order to solve a concrete economic problem.
7.2 Specific objectives	<ul style="list-style-type: none"> • Presentation of the types of regression in econometrics; • Statistical analysis of regression; • Presentation of the simple linear regression model: its components, estimation and testing of parameters, model testing; • Presentation of the generalization approach from the simple linear model to the multiple one; • Classical and matrix definition of the model; • Estimation and testing of model parameters; • Defining the hypotheses of the classical regression model; • Presentation of the conditions and effects of non-compliance with these hypotheses; • Presentation of the approach to testing each hypothesis; • Analysis of the possibilities of correcting the models that do not respect a certain hypothesis; • Anticipate future events or conditions based on a set of available information.

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
1. Fundamental notions regarding econometric models	Lecture	Online teaching/ Direct teaching through video-conference / IT platform	2
2. Unifactorial linear regression model			6
3. Tests on the significance of estimators in the case of the unifactorial linear model			4
4. Multifactorial linear regression model			6
5. Tests on the significance of estimators in the case of the linear multifactorial model			6

6. Model specification and accuracy of adjustment	Webex	4
Bibliography: <ol style="list-style-type: none"> 1. Aivaz Kamer - "Econometrie", Caiet de studiu individual, e-learning.univ-ovidius.ro 2. Greene, W.H., <i>Econometric analysis</i>, Mac Millan, 2000 3. Gujarati, D.N., <i>Basic econometrics</i>, McGraw-Hill, New York, 1995 4. Iacob, A.I., Tănăsioiu, O., <i>Modele econometrice</i>, Editura ASE București, 2005 5. Jemna, D.V., <i>Econometrie</i>, Editura Sedcom Libris, Iași, 2009 6. Jula, D., <i>Modelare și prognoză macroeconomică</i>, Editura Estfalia București, 2002 7. Jula, N., Jula, D., <i>Modele econometrice și de optimizare</i>, Editura Mustang, București, 2010 8. Maddala, G.S., <i>Introduction to Econometrics</i>, John Wiley & Sons, 2001 9. Pecican, E.S., <i>Econometrie</i>, Editura All, București, 1994 10. Pecican, E.S., <i>Econometria pentru economiști</i>, Editura Economică, București, 2003 11. Tănăsioiu O., Iacob A., <i>Econometrie aplicată</i>, Editura Arteticart, București, 1999 12. Tașnadi Al., <i>Econometrie aplicată</i>, Editura ASE, București, 2001 		

8.2 Applications* (seminar / laboratory / project) *The type is to be chosen according to the discipline	Teaching methods	Mode of achievement / Technical devices	Number of hours
1. Fundamental notions regarding econometric models	Discussions / Application	Online teaching/	2
2. Unifactorial linear regression model		Direct teaching through video-conference / IT platform	2
3. Tests on the significance of estimators in the case of the unifactorial linear model			2
4. Multifactorial linear regression model			4
5. Tests on the significance of estimators in the case of the linear multifactorial model			2
6. Model specification and accuracy of adjustment			2
		Webex	
Bibliography: <ol style="list-style-type: none">1. Aivaz Kamer - "Econometrie", Caiet de studiu individual, e-learning.univ-ovidius.ro2. Greene, W.H., <i>Econometric analysis</i>, Mac Millan, 20003. Gujarati, D.N., <i>Basic econometrics</i>, McGraw-Hill, New York, 19954. Iacob, A.I., Tănăsioiu, O., <i>Modele econometrice</i>, Editura ASE București, 20055. Jemna, D.V., <i>Econometrie</i>, Editura Sedcom Libris, Iași, 20096. Jula, D., <i>Modelare și prognoză macroeconomică</i>, Editura Estfalia București, 20027. Jula, N., Jula, D., <i>Modele econometrice și de optimizare</i>, Editura Mustang, București, 20108. Maddala, G.S., <i>Introduction to Econometrics</i>, John Wiley & Sons, 20019. Pecican, E.S., <i>Econometrie</i>, Editura All, București, 199410. Pecican, E.S., <i>Econometria pentru economiști</i>, Editura Economică, București, 200311. Tănăsioiu O., Iacob A., <i>Econometrie aplicată</i>, Editura Arteticart, București, 1999			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

The possibility of adopting decisions regarding the increase, restriction or modification of the economic activity based on the results obtained from the statistical analyzes performed;
Ability to make assessments regarding the situation, characteristics and complexity of different economic activities

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	<ul style="list-style-type: none"> - completeness and correctness of the acquired knowledge; - ability to analyze and interpret knowledge; - ability to operate with assimilated knowledge; - attendance at courses. 	Brief support of the case study with the proposed topic.	20%
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	<ul style="list-style-type: none"> -relevance of the information presented during the semester; - the quality of theoretical and practical acquisitions; - the quality of writing and pagination of the topic; - active participation in seminars; - creativity; - consciousness; - interest in individual study; - originality. 	Presentation of a complex project with a case study on a relevant topic	80%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
Minimum requirements for grade 5 (minimum for a pass) Correct solution of 20% of the final exam grid test.			
Minimum requirements for grade 10 (maximum) Complete solution of the final exam grid test.			

Date of completion

Course Instructor,
Name, Surname, Signature

Teaching Assistant,
Name, Surname, Signature

..11.10.2021...

Prof.univ. dr. Aivaz Kamer Ainur

Prof.univ. dr. Aivaz Kamer Ainur

Date of approval in the Department

Head of Department
Name, Surname, Signature

....18 10 2021.....

Conf.univ. Cosma Sorinel

COURSE SYLLABUS

1. Program identification details

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Economic Science
1.3 Department	General Economy
1.4 Field of studies	Business administration
1.5 Cycle of studies (degree)	Bachelor's Degree
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Finance						
2.2 Course code	BA2207						
2.3 Instructor	PhD. Lecturer Dănilă Alexandra						
2.4 Teaching assistant	PhD. Teaching assistant Ionașcu Alina						
2.5 Year	II	2.6 Semester	II	2.7. Evaluation type	Ex	2.8 Course type */**	DF/DO

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	3	of which: 3.2 course	2	3.3 applications***	1
3.4 Total of teaching hours within the program/semester	33	of which: 3.5 lecture	22	3.6 seminar	11
3.7 Student workload for individual study					92
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					38
Additional research (library, electronic resources, fieldwork)					22
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					20
Individual consultations (optional)					6
Evaluations / exams					2
Other activities					4
3.8 Total hours per semester	125				
3.9 Number of credits	5				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	-
4.2 Skills-related	-

5. Requirements (if any)

5.1. For running the course	-
5.2. For running the seminar / laboratory /project	-
<i>*The type is to be chosen according to the discipline</i>	

6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • Ability to explain and use finance concepts • Ability to develop a correct attitude towards economic reality • Ability to identify problems, find solutions and make decisions • Ability to distinguish specificity of Romanian financial environment
Cross-cutting skills	<ul style="list-style-type: none"> • Ability to use information acquired from other disciplines • Ability to adapt, analyze and synthesize information • Ability to work within an interdisciplinary team • Ability to work within an European context

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • Acquisition of theoretical and practical knowledge regarding activities within financial environment, given the current economic conditions and the legal framework
7.2 Specific objectives	<ul style="list-style-type: none"> • Differentiate public finances from private finances • Form an analytical thought and a systemic vision over use of financial information • Knowledge of different practices, politics and methods used within financial activities • Understand and adapt to the current financial context • Adapt the acquired experience to the Romanian economic reality • Understand the importance of financial institutions, financial activities of companies and states and their rules

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
1. Introduction to finance	Lecture Case studies	Online teaching	2
2. Public and private finance			2
3. Financial system			2
4. Money and their role within the economy			2
5. Interest rates – concept, types		Direct teaching through video-conference	2
6. Credit – concept, types			2
7. Financial decisions			2
8. Short term financing			2
9. Medium and long term financing			2
10. Investments			4

Bibliography:

- [1]. Banks Erik, *Finance: The basics*, Second Edition, Routledge, 2010
- [2]. Glen Arnold, *Corporate Financial Management*, Fifth Edition, Pearson, 2013
- [3]. Mayo Herberth, *Basic finance. An introduction to financial institutions, investments and management*, Tenth Edition, South Western College, 2011
- [4]. Mishkin S. Frederic, *Economics of Money, Banking and Financial Markets*, Global Edition (twelfth edition), Pearson Education Limited, 2018
- [5]. Ross Stephen A., Westerfield Randolph W., Jeffrey Jaffe, *Essentials of corporate finance*, McGraw-Hill Education, 2016

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Mode of achievement / Technical devices	Number of hours
1. Agents within the economic circuit	Interactive thematic debate Examples Case studies	Online teaching Direct teaching through video-conference	2
2. Determination of interest rates			2
3. Credit scoring for individuals			2
4. Credit scoring for companies			2
5. Financial methods used to select investment projects			3

Bibliography:

- [1]. Banks Erik, *Finance: The basics*, Second Edition, Routledge, 2010
- [2]. Dragotă Victor, Mitrică Eugen, Cataramă Delia, Novac Laura E., *Basic finance*, ASE, Bucharest, 2009
- [3]. Glen Arnold, *Corporate Financial Management*, Fifth Edition, Pearson, 2013
- [4]. Narcisa Roxana Moșteanu, Tatiana Moșteanu, Carla Alghaddaf, Monica Marieta Butoianu, *Finance. Challenges of Digital Era*, Universitară, 2019
- [5]. Ross Stephen A., Westerfield Randolph W., Jeffrey Jaffe, *Essentials of corporate finance*, McGraw-Hill Education, 2016

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

- Ability to synthesize information and correlate the activity of the public sector to the one of the private sector
- Ability to use financial practices within companies
- Awareness of the Romanian financial system, of its institutions and legal framework

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	Ability to analyze, synthesize and interpret information	Online exam using Webex platform	80%

10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	- Active participation to discussions - Elaboration of projects	Projects	20%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
Grade 5 of 10			

Date of completion

Course Instructor,
Name, Surname, SignatureTeaching Assistant,
Name, Surname, Signature

11.10.2021

PhD.Lecturer Dănilă Alexandra

PhD.Teaching assistant Ionașcu Alina

Date of approval in the Department

Head of Department

Name, Surname, Signature

..18 10 2021.....

PhD. Associate professor Oprișan Oana

COURSE SYLLABUS

Comparative Management

1. Program identification details

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	General Economy
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	Bachelor
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Customers Relationship Management				
2.2 Course code	BA 2208				
2.3 Instructor	Lecturer Antohi Ionut PhD				
2.4 Teaching assistant	Lecturer Antohi Ionut PhD				
2.5 Year	II	2.6 Semester	4	2.7. Evaluation type	C
2.8 Course type */**					DD/D O

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	4	of which: 3.2 course	2	3.3 applications***	2
3.4 Total of teaching hours within the program/semester	44	of which: 3.5 lecture	22	3.6 seminar	22
3.7 Student workload for individual study					56
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					20
Additional research (library, electronic resources, fieldwork)					20
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					14
Individual consultations (optional)					
Evaluations / exams					2
Other activities					
3.8 Total hours per semester	3.4. + 3.7				
3.9 Number of credits	4				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	Organizational Management, Human Resources Management
4.2 Skills-related	Not required

5. Requirements (if any)

5.1. For running the course	Not required
5.2. For running the seminar / laboratory /project <i>*The type is to be chosen according to the discipline</i>	Not required

6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • The understanding the specific concepts of comparative management • Acknowledgement of the necessity for a comparative approach on different management systems in order to improve their efficiency • The understanding the causes that generate the differences between the management practices among countries, but also those causes that generate a tendency for homogenous management practices • The capacity to identify the best practices that can be used within the organization's management system in order to enhance it efficiency
Cross-cutting skills	<ul style="list-style-type: none"> • Development of the teamwork abilities • The perception on cultural diversity • Acknowledgement of the necessity for a cultural approach in management of modern companies

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • The comparative approach on the management practice in different countries in the world
7.2 Specific objectives	<ul style="list-style-type: none"> • The understanding of the main similarities and differences between management systems within different countries worldwide • Acknowledgement of the main tendencies in management field in different countries or world regions

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
1. Comparative Management. Theoretical foundations	Lecture	Online teaching/	3
2. The cultural influence in management		Direct teaching	3
3. Comparative Management Methodology		teaching through	3
4. Comparative Management' studies			3

5. The management in Europe	video-conference / IT platform	4
6. The management in Asia		3
7. The management in North America		3
Bibliography:		
[1]. Ralph B. Edfelt - Global Comparative Management: A Functional Approach, Sage, 2010		
[2]. Arndt Sorge, Niels G. Noorderhaven, Carla Koen - Comparative International Management. Routledge. 2015		

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Mode of achievement / Technical devices	Number of hours
1. Concepts in comparative management	Discussions/ Examples/Case studies	Online teaching/ Direct teaching through video-conference / IT platform	3
2. Comparative Management’ studies			3
3. Management practices in European companies			6
4. Management practices in Japanese companies			5
5. Management practices in companies located in USA			5
Bibliography: [1] Ralph B. Edfelt - Global Comparative Management: A Functional Approach, Sage, 2010 [2]. Arndt Sorge, Niels G. Noorderhaven, Carla Koen - Comparative International Management, Routledge, 2015			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	- The extent and fairness of the achieved knowledge; - The analytical capacity and	Written exam	70%

	the ability to give a correct understanding to the knowledge acquired; - The capacity to use the learnt information; Course's attendance.		
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	- The extent and fairness of the achieved knowledge; - The active involvement in seminars' activities; - Creativity and originality; The attention paid to individual study.	Individual projects, tests	30%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
• Acknowledgement of the main tendencies in management field in different countries or world regions			

Date of completion

Course Instructor,
Lecturer Antohi Ionut, PhDTeaching Assistant,
Lecturer Antohi Ionut, PhD

..11 10 21.....

.....

Date of approval in the Department

 Head of Department
 Associated professor Cosma Sorinel, PhD

..18 10 2021.....

.....

COURSE SYLLABUS

Business Administration

1. Program identification details

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Economic Sciences
1.3 Department	General Economy
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	Bachelor's
1.6 Degree program/qualification	Business Administration (in English)
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Communication and commercial correspondence in English				
2.2 Course code	BA2110				
2.3 Instructor	Eleonora Băcă				
2.4 Teaching assistant	Eleonora Băcă				
2.5 Year	II	2.6 Semester	2	2.7. Evaluation type	C
				2.8 Course type */**	DC/DO

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	3	of which: 3.2 course	1	3.3 applications***	2
3.4 Total of teaching hours within the program/semester	33	of which: 3.5 lecture	11	3.6 seminar	22
3.7 Student workload for individual study					42
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					15
Additional research (library, electronic resources, fieldwork)					15
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					10
Individual consultations (optional)					-
Evaluations / exams					2
Other activities					-
3.8 Total hours per semester	75				
3.9 Number of credits	3				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	-
4.2 Skills-related	English Language- Intermediate Level

5. Requirements (if any)

5.1. For running the course	-
5.2. For running the seminar / laboratory /project	-
<i>*The type is to be chosen according to the discipline</i>	

6. Acquired specific skills

Professional skills	-developing the communication skills in oral and written English needed to succeed in the world of business -acquiring the necessary vocabulary and grammar structures most commonly used in business communication.
Cross-cutting skills	-enlarging the student's knowledge of the business world Completing in an adequate manner the professional tasks involved, with a restrained autonomy and qualified assistance.□ Familiarization and basic training with the activities specific to team work and task distribution for subordinate levels.□ Building awareness of continuous learning need, efficient use of resources and learning techniques for personal and professional purposes

7. Course goal and objectives

7.1 The general objective of the course	-to help students acquire an upper-intermediate level in written and spoken business English. -acquiring the necessary vocabulary and grammar structures most commonly used in business communication.
7.2 Specific objectives	Acquiring the following notions and skills: <ul style="list-style-type: none"> • Grammar: Present Simple and Continuous, Future, Noun combinations, Present Perfect, Articles, Modals, Indirect speech, Conditionals, Infinitives and Gerund, Relative Clauses, Passives. • Writing: e-mails, reports, action minutes, summaries, letters, short articles, press releases. • Oral communication skills, discussing ideas, debating, making arrangements, introductions and networking, presentations, managing meetings, negotiating, problem-solving, decision-making.

8. Contents

8.1 Lecture	Teaching methods	On-line platform	Number of hours
1. Management styles		Webex	2
2. Teambuilding			2
3. Fund raising			2
4. Customer service			2

5. Crisis management		1
6. Takeovers and mergers		1
Colloquium		1
Bibliography: [1]. David Cotton, David Falvey, Simon Kent, New Edition Market Leader Workbook, Longman Pearson, 2013. [2]. Virginia Evans, Successful Writing Proficiency Student's Book, Express Publishing, 2000. [3]. Guffey, M.E. (2008). Business English (9th ed.). Thomson South-Western. ISBN-10: 032436606X, ISBN-13: 978-0324366068 [4]. Dignen, B. (2003). Communicating in business English. Tokyo: Compass Publishing ISBN-10: 1932222170, ISBN-13: 978-1932222173 [5]. Emmerson, P., & Hamilton, N. (2005). Five-minute activities for business English. New York: Cambridge University Press. ISBN-10: 0521547415, ISBN-13: 978-0521547413		

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	On-line platform	Number of hours
1. Managerial styles- Idioms, Case study	Practical exercises/ Writing/ Discussing ideas/ Listening/ Case study	Webex	4
2. The Key to Successful Teambuilding- Specific vocabulary, Case study			4
3. Fund raising activities and strategies- passive voice- Business Presentations, Passive voice, Case study			4
4. Customer complaints- Gerunds, Report writing, Case study- dealing with customer complaints			4
5. Crisis management- Conditionals, Case study- dealing with difficult questions			4
6. Pros and Cons of Takeovers and Mergers- report writing, Case study- workforce reaction in the case of a merger			1
Round- up			1

	Bibliography: [1]. David Cotton, David Falvey, Simon Kent- Market Leader, 3rd Edition, Intermediate- Course book, Pearson Longman, 2016 [2]. John Rogers- Market Leader, 3rd Edition, Intermediate- Practice file, Pearson Longman, 2016.		

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

The contents are correlated to meet the needs of an employee in an international company/multinational company.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	Project work on a case analysis.	Written exam	50%
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	Each student presents a project on a previously agreed topic.	Colloquy	50%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
Achieving an upper-intermediate level in business English vocabulary and writing skills.			

Date of completion

Course Instructor,
Name, Surname, Signature

Teaching Assistant,
Name, Surname, Signature

11.10.2021


Eleonora Băcă

Eleonora Baca

Date of approval in the Department

Head of Department
Name, Surname, Signature

.18 10 2021.....

Conf.univ.dr.  Cosma Sorinel

COURSE SYLLABUS**Sales Management****1. Program identification details**

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	General Economy
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	Bachelor
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Sales Management						
2.2 Course code	BA 2213						
2.3 Instructor	Lecturer Antohi Ionut PhD						
2.4 Teaching assistant	Lecturer Antohi Ionut PhD						
2.5 Year	II	2.6 Semester	4	2.7. Evaluation type	C	2.8 Course type */**	DD/D A

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	4	of which: 3.2 course	2	3.3 applications***	2
3.4 Total of teaching hours within the program/semester	44	of which: 3.5 lecture	22	3.6 seminar	22
3.7 Student workload for individual study					81
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					30
Additional research (library, electronic resources, fieldwork)					20
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					29
Individual consultations (optional)					
Evaluations / exams					2
Other activities					
3.8 Total hours per semester	3.4. + 3.7				
3.9 Number of credits	5				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	Management, Marketing
4.2 Skills-related	Not required

5. Requirements (if any)

5.1. For running the course	Not required
5.2. For running the seminar / laboratory /project	Not required

**The type is to be chosen according to the discipline*

6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • Acquire the specific knowledge and understanding of several modern concepts used in practice by the management of the modern companies • The use of the acquired knowledge in the process of analysis of the particular situation regarding the sales activities • The settlement of different concrete situations that occur in the process of sales • The use of specific instruments in order to manage the company's sales activities • Acquiring the capacity to develop specific project regarding the improvement of the sales activities in case of a company
Cross-cutting skills	<ul style="list-style-type: none"> • Development of the teamwork abilities • The understanding of the role and importance of the sales management activities • Acknowledgement of the importance of a systemic approach on the main functional activity areas of a company

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • To know and understand the main concepts reflecting the importance of sales management activities in case of a company
7.2 Specific objectives	<ul style="list-style-type: none"> • The acquirement of the capacity to operate the specific instruments used in the sales management activities

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
1. The organizational structure of sales activities	Lecture	Online teaching/ Direct teaching	2
2. The structure of sales force			2
3. Motivation in sales management			3
4. Recruitment and selection of sale force			3

5. Training of sale force		through video- conference / IT platform	3
6. Sales planning process			3
7. Performance monitoring in sales management			3
8. Management of sales force			3
Bibliography:			
[1]. David Jobber, Geoffrey Lancaster – Selling and Sales Management, Pearson, 2015			
[2]. Chris Noonan - Sales Management, Routledge, Chapman & Hall, Incorporated, 2016			

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Mode of achievement / Technical devices	Number of hours
1.The main functions in sales force	Discussions/ Examples/Case studies	Online teaching/ Direct teaching through video-conference / IT platform	2
2.Organization criteria for sale force			3
3.Motivation by objectives in sales activities			2
4.Motivation through reward and incentives in sales activities			2
5.Recrutmet and selection practice in case of sale force			3
6.Training programmes for sale force			2
7.Key element in sales panning			3
8.Monitoring sale activity' profitability and sale force performance			3
9.Sales force administration			2
Bibliography:			
[1] David Jobber, Geoffrey Lancaster – Selling and Sales Management, Pearson, 2015			
[2]. Chris Noonan - Sales Management, Routledge, Chapman & Hall, Incorporated, 2016			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	- The extent and fairness of the achieved knowledge;	Written exam	70%

	- The analytical capacity and the ability to give a correct understanding to the knowledge acquired.		
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	- The extent and fairness of the achieved knowledge; - The active involvement in seminars' activities.	Individual projects, tests	30%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
• To know the main concepts reflecting the importance of sales management activities in case of a company			

Date of completion

Course Instructor,
Lecturer Antohi Ionut, PhDTeaching Assistant,
Lecturer Antohi Ionut, PhD

.....11 10 21.....

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Date of approval in the Department

Head of Department
Associated professor Cosma Sorinel , PhD

.....18 10 21.....

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COURSE SYLLABUS

Management of Purchase

1. Program identification details

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	General Economy
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	Bachelor
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Management of Purchase					
2.2 Course code	BA 2214					
2.3 Instructor	Lecturer Antohi Ionut PhD					
2.4 Teaching assistant	Lecturer Antohi Ionut PhD					
2.5 Year	II	2.6 Semester	4	2.7. Evaluation type	C	2.8 Course type */** DD/D A

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	4	of which: 3.2 course	2	3.3 applications***	2
3.4 Total of teaching hours within the program/semester	44	of which: 3.5 lecture	22	3.6 seminar	22
3.7 Student workload for individual study					81
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					30
Additional research (library, electronic resources, fieldwork)					20
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					29
Individual consultations (optional)					
Evaluations / exams					2
Other activities					
3.8 Total hours per semester	3.4. + 3.7				
3.9 Number of credits	5				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	Management, Marketing
4.2 Skills-related	Not required

5. Requirements (if any)

5.1. For running the course	Not required
5.2. For running the seminar / laboratory /project	Not required

**The type is to be chosen according to the discipline*

6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • Acquire the specific knowledge and understanding of several modern concepts used in practice by the management of the modern companies • The use of the acquired knowledge in the process of analysis of the particular situation regarding the procurement activities • The settlement of different concrete situations that occur in the process of procurement • The use of specific instruments in order to manage the company's procurement activities • Acquiring the capacity to develop specific project regarding the improvement of the procurement activities in case of a company
Cross-cutting skills	<ul style="list-style-type: none"> • Development of the teamwork abilities • The understanding of the specific role and particular importance of the procurement management activities • Acknowledgement of the importance of a systemic approach on the main functional activity areas of a company

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • To know and understand the main concepts reflecting the necessity and the importance of procurement management activities in case of a company
7.2 Specific objectives	<ul style="list-style-type: none"> • The acquirement of the capacity to operate the specific instruments used in the procurement management activities

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
1. Procurement management. Introduction	Lecture	Online teaching/ Direct	3
2. Procurement activities			3
3. Procurement strategy			3

4. Procurement policies	teaching through video- conference / IT platform	3
5. Supplier evaluation and selection		3
6. Contract negotiation		3
7. Performance of the procurement activities		4
Bibliography:		
[1]. Peter Baily, David Farmer, Barry Crocker, David Jones - Procurement Principles and Management, Pearson Education, 2015		
[2]. Robert M. Monczka, Robert B. Handfield, Larry C.. Giunipero, James L. Patterson, Donald Waters - Purchasing and Supply Chain Management, Cengage Learning EMEA, 2010		

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Mode of achievement / Technical devices	Number of hours
1.The procurement management role and necessity	Discussions/ Examples/Case studies	Online teaching/ Direct teaching through video-conference / IT platform	1
2.Procurement’ objectives and responsibilities			3
3.The procurement process			3
4.Types of procurement strategies			3
5.Procurement procedures			3
6.Supplier evaluation criteria			3
7.Negotiation planning			3
8.Types of performance measurement in procurement activities			3
Bibliography:			
[1] Peter Baily, David Farmer, Barry Crocker, David Jones - Procurement Principles and Management, Pearson Education, 2015			
[2]. Robert M. Monczka, Robert B. Handfield, Larry C.. Giunipero, James L. Patterson, Donald Waters - Purchasing and Supply Chain Management, Cengage Learning EMEA, 2010			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	- The extent and fairness	Written exam	70%

	of the achieved knowledge; - The analytical capacity and the ability to give a correct understanding to the knowledge acquired.		
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	- The extent and fairness of the achieved knowledge; - The active involvement in seminars' activities.	Individual projects, tests	30%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
<ul style="list-style-type: none"> • To know the main concepts reflecting the necessity and the importance of procurement management activities in case of a company 			

Date of completion

Course Instructor,
Lecturer Antohi Ionut, PhDTeaching Assistant,
Lecturer Antohi Ionut, PhD

...11 10 2021.....

.....

Date of approval in the Department

Head of Department
Associated professor Cosma Sorinel, PhD

....18 10 2021.....

.....

COURSE SYLLABUS*Specialized practice***1. Program identification details**

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	General Economics
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	Bachelor
1.6 Degree program/qualification	Business administration
1.7 Academic year	2021 - 2022

2. Course identification details

2.1 Course title	Specialized practice						
2.2 Course code	BA2215						
2.3 Instructor							
2.4 Teaching assistant							
2.5 Year	II	2.6 Semester	2	2.7. Evaluation type	C	2.8 Course type */**	DD/DO

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	-	of which: 3.2 course	-	3.3 applications***	-
3.4 Total of teaching hours within the program/semester	90	of which: 3.5 lecture	-	3.6 seminar	90
3.7 Student workload for individual study					-
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					-
Additional research (library, electronic resources, fieldwork)					-
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					-
Individual consultations (optional)					-
Evaluations / exams					-
Other activities					
3.8 Total hours per semester	75				
3.9 Number of credits	3				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	•
4.2 Skills-related	•

5. Requirements (if any)

5.1. For running the course	
5.2. For running the seminar / laboratory / project	
<i>*The type is to be chosen according to the discipline</i>	

6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • training skills to apply the theoretical knowledge acquired in accordance with the specialization for which they are trained.
Cross-cutting skills	<ul style="list-style-type: none"> • Assuming responsibility for carrying out a certain project • Ability to work in a team

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • The practical activity is an important component of the educational process of the faculty and aims to complete the theoretical knowledge (accumulated in the previous period) with information and concrete problems from the economic reality of companies.
7.2 Specific objectives	<p>By performing the practice activity students will have the opportunity to:</p> <ul style="list-style-type: none"> • to know the activities and work processes within the company in which they carry out their practice; • to acquire the specific methodologies of analysis and substantiation of the economic decisions within the different production or administrative sectors; • to be aware of the way in which the procedures and theoretical knowledge assimilated within the educational process can be applied in the company's activities.

8. Contents

8.1 Lecture	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
Bibliography			

8.2 Applications* (seminar / laboratory / project)	Teaching methods	Mode of achievement / Technical devices	Number of hours
<i>*The type is to be chosen according to the discipline</i>			
1. Overview of the economic unit			
1.1. Activity profile, legal status, size and complexity of the activity (number of employees,			20

production / sales capacity, own units, activities carried out, realized income) 1.2. The objectives of development and modernization of the economic unit 1.3. Study of the current management system 1.4. Technological flow for products obtained or marketed, respectively services provided (as appropriate) 1.5. Evolutionary trends of the overall activity of the economic unit	case study, problem-solving	Online teaching/ Direct teaching through video-conference / IT platform	
2. Knowledge and study of the main activities and component units 2.1. The overall organizational structure of the economic unit. Organizational Chart 2.2. Main bodies and management positionsMain interdependencies between activities, compartments and positions 2.3. The functional role of each compartment and management position, its objectives and limits 2.4. The main performance indicators of the economic unit (turnover, number of employees, labor productivity, commercial profitability, profit, average earnings) in the last 3 years			20
3. Studying the main fields and specialized issues 3.1. Analysis of the management activity within the economic unit o Forecasting and planning o Coordination, control and decision making o Human resources management o Quality management o Strategies specific to the company			20
3.2. Analysis of marketing activity within the economic unit o Analysis of the marketing environment o Analysis of the marketing mix (product policy, price policy, distribution policy and promotional policy)			10
3.3. Analysis of the main aspects regarding the financial-accounting activity o General description of the annual financial statements (balance sheet, profit and loss account, explanatory notes) o The minimum content of the administrator's report			10
3.4. Analysis of activities related to the mechanism of exports and imports (if applicable) or other operations and activities specific to the company where the specialized practical training takes place			10
Bibliography:			

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

<p>The course has an applicative character, during the lectures are presented cases that we investigated during the period when we worked on the internal financial control;</p> <ul style="list-style-type: none"> • The projects carried out by groups of students are focused on a concrete case study and on their margin there are discussions on how to solve; • The applications aim at involving the financial control in ensuring the efficiency of the activity, in avoiding the unjustified blocking of funds, in the correct budgeting of the financial dimension of all activities, etc..
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10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course			
<p>10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i></p>	<ul style="list-style-type: none"> - logical and creative use of theoretical notions; - systematization and coherent reproduction of information; - forming one's own opinions and supporting through arguments, etc. - the relevance of the information presented during the practice; - the quality of theoretical and practical acquisitions; - the quality of writing and pagination of the topic; 	<p>Systematic observation, (held at face-to-face / online meetings or sent by e-mail) Online exam</p>	100%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
<p>Minimum 5 out of 10</p> <p>The final assessment of the activity submitted by the students during the internship period is made by holding the internship colloquium.</p> <p>The promotion of the practice colloquium is conditioned by the presentation of a practice booklet in which to deal with the issues included in the practice topic.</p>			

Date of completion
11 10 2021
Signature

Course Instructor,
Name, Surname, Signature

Teaching Assistant,
Name, Surname,

Date of approval in the Department
18 10 2021
Signatur

Head of Department
Name, Surname,

Conf.univ.dr. Cosma Sorinel

COURSE SYLLABUS**Physical Education****1. Program identification details**

1.1 Higher education institution	„OVIDIUS” UNIVERSITY OF CONSTANTA
1.2 Faculty	Economic Sciences Faculty
1.3 Department	General Economy
1.4 Field of studies	Business Administration
1.5 Cycle of studies (degree)	License
1.6 Degree program/qualification	Business Administration
1.7 Academic year	2021-2022

2. Course identification details

2.1 Course title	Physical Education				
2.2 Course code	BA 2217				
2.3 Instructor	University assistant dr. Trancă Sorin Cătălin				
2.4 Teaching assistant					
2.5 Year	II	2.6 Semester	4	2.7. Evaluation type	C
				2.8 Course type */**	DC/DO

* DF – fundamental course, DD – field course, DS – specialty course, DC – complementary course, DAP – advanced study course, DSI – synthesis course, DCA – advanced knowledge course.

** DI – mandatory course; DO – optional course.

3. Estimated workload (hours per semester)

3.1 Number of teaching hours/week	1	of which: 3.2 course		3.3 applications***	1
3.4 Total of teaching hours within the program/semester	14	of which: 3.5 lecture		3.6 seminar	14
3.7 Student workload for individual study					11
Distribution of workload					[hours]
Individual study of textbooks, handbooks/reader, bibliography and notes					
Additional research (library, electronic resources, fieldwork)					
Homework (preparing seminar presentations, portfolios, critical essays, research papers, etc.)					9
Individual consultations (optional)					
Evaluations / exams					2
Other activities					
3.8 Total hours per semester	14				
3.9 Number of credits	1				

*** S - seminar; L - laboratory; P - project

4. Prerequisites (if any)

4.1 Curriculum-related	•
4.2 Skills-related	•

5. Requirements (if any)

5.1. For running the course	<ul style="list-style-type: none"> Online platform Address: https://meetingsema9.webex.com/jand_ct
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5.2. For running the seminar / laboratory / project <i>*The type is to be chosen according to the discipline</i>	•
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6. Acquired specific skills

Professional skills	<ul style="list-style-type: none"> • Knowledge, understanding of basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication • Ensuring the compensatory effects on intellectual activity, treatment on sedentary lifestyle, stress and fatigue. • Formation of instrumental - applied skills so that students • to recognize / distinguish / identify the specific elements of physical education, the main types of sports, the characteristics of practicing physical exercises, individually and in groups / teams; • to design, plan, propose and evaluate the effective means of physical education, depending on the theme, audience and context.
Cross-cutting skills	<ul style="list-style-type: none"> • Applying the principles, norms and values of professional ethics within one's own rigorous, efficient and responsible work strategy • Identifying roles and responsibilities in the team and applying effective relationship and work techniques within the team • Identifying opportunities for continuous training and efficient use of learning resources and techniques for their own development

7. Course goal and objectives

7.1 The general objective of the course	<ul style="list-style-type: none"> • Acquiring of theoretical and applied knowledge on the object of study
7.2 Specific objectives	<ul style="list-style-type: none"> • Carrying out an individual practical and methodical training in order to improve the possibilities of practical demonstration of all tasks and means in the school of running, jumping and throwing; • • Formation of beliefs and skills for independent practice of physical exercises and favorite sports, for hygienic, disconnecting and sports education of students (permanent physical education and sports); • Raising the level of physical and sports training of students in order to improve their physical condition and increase their performance in the tests included in the study program.

8. Contents

8.2 Applications* (seminar / laboratory / project) <i>*The type is to be chosen according to the discipline</i>	Teaching methods	Type and mode of achievement / Technical devices	Number of hours
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Practical lesson 1. Harmonious physical development - preparing the body for effort - general muscle toning - mobility and stretching exercises	Synchronous / mixed / teaching online Explanation, conversation, demonstration,	Online teaching/ Direct teaching through video- conference / IT platform	2
Practical lesson 2. Harmonious physical development - preparing the body for effort - development of the upper train muscles - mobility and stretching exercises		2	
Practical lesson 3. Harmonious physical development - preparing the body for effort - development of the upper train muscles - mobility and stretching exercises		2	
Practical lesson 4. Harmonious physical development - preparing the body for effort - development of the lower train muscles - mobility and stretching exercises		2	
Practical lesson 5. Harmonious physical development - preparing the body for effort - development of the lower train muscles - mobility and stretching exercises		2	
Practical lesson 6. Harmonious physical development - preparing the body for effort - development of muscle strength by isometric means - mobility and stretching exercises		2	
Practical lesson 7. Control tests. Assessment of physical condition 1. Maximum number of knee bends - boys minimum 30; girls at least 20; 2. Maximum number of floats - boys minimum 20; girls at least 10- with knee support; (Girls will perform push-ups on the knees (knees bent and touching the ground), hands on the floor and off the shoulders and back straight. Boys will perform the push-ups, hands on the floor and off the shoulders and back and legs straight (stretched) without touching the ground. For both sexes, the arms will bend at about 90 degrees and the chest will almost touch the ground.)		2	
Bibliography: 1. Benoist, C., Stretching pour le sportif, Ed. Amphora, Paris, 2002 2. Bompa T., Di Pasquale M., Cornacchia L., Serious Strength Training, HumanKinetics, 2nd edition , Champaign, IL – USA, 2003 3. Damian, M., Aerobic gymnastics for students, Ed. Ovidius Univerity Press, Constanța, 2005			

4. Ene-Voiculescu, C., Physical education in higher education, Ed. Ovidius University Press, Constanța, 2007
 5. Gevat, C., Larion, A., Popa, C., Theory and practice of athletics, Ed. Ovidius University Press, Constanța, 2003
 6. Gidu, D.V., Animation games - methods and techniques, Ed. Universitaria, Craiova, 2018.
 7. Melenco, I., Bodybuilding - individual study book, Ed. Ovidius University Press, Constanța, 2011
 8. Menkhin, Yu.V., Gymnastics that improves health: theory and methodology: manual, Rostov-on-Don, 2002, 384 p.
 9. Teodor, D., Fitness, Ed. Ovidius University Press, Constanța, 2017
 10. Vader, S. Pilates from A to Z, Rostov-on-Don, 2007, 320 p.
- Voinea, F., Optimizing muscle training in performance volleyball, Ed. Universitaria, Craiova, 2020.

9. Correlation between the content of the course and the needs/expectations of the epistemic community, professional associations and/or significant employers relevant for the program

- The content of the discipline is in accordance with the content of the discipline from other university centers in the country and abroad. The content of the discipline was developed in accordance with the requirements of state or private economic units, education and research units that aim to increase the quality of services provided. Through the theoretical information and practical applications it provides, the discipline of Physical Education and Sports, develops the student's ability to improve his physical condition and to develop a healthy lifestyle, focused on generating performance at work.

10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.5 Applications* (Seminar/Laboratory / Project) <i>*The type is to be chosen according to the discipline</i>	Promoting outdoor and indoor tests and control rules aimed at motor skills, motor skills . b. participation in at least one sports competition organized within the university	face to face or online, on the Webex platform	90%
	- Active participation in practical works; - Creativity; - Conscientiousness; Originality.	Systematic observation, projects, studies, topics (held at face-to-face / online meetings or sent by e-mail)	10%
10.6 Minimum standard of achievement for the acquisition of the ECTS credits			
Fulfillment of the regular frequency at classes (80% compulsory attendance).			
<ul style="list-style-type: none"> • Presentation during the semester of a tutorial / video on a topic given by the head teacher: or EX. - present a film / tutorial containing exercises for developing abdominal muscles. 			

Date of completion

Course Instructor,
Name, Surname, Signature
Tranca Sorin Catalin

Teaching Assistant,
Name, Surname, Signature
Tranca Sorin Catalin

..11 10 2021.....

Date of approval in the Department

Head of Department
Name, Surname, Signature

..18 10 21.....

Conf.univ. dr. Cosma Sorinel

