

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	BUCHAREST BUSINESS SCHOOL
1.3. Department	ECONOMIC DEVELOPMENT OF THE COMPANY
1.4. Field of study	BUSINESS ADMINISTRATION
1.5. Cycle of studies	MASTER STUDIES
1.6. Education type	FULL-TIME / PART-TIME
1.7. Study programme	INDE Romanian-French MBA
1.8. Language of study	English
1.9. Academic year	2015-2016

2. Information on the discipline

2.1. Name	Orientation								
2.2. Code									
2.3. Year of study	1	2.4. Semester	1	2.5. Type of assessment	Verif	2.6. Status of the discipline	O	2.7. Number of ECTS credits	5
2.8. Leaders	C(C)								
	S(S)								

3. Estimated Total Time

3.1. Number of weeks	14,00		
3.2. Number of hours per week	3,00	of which	
		C(C)	2,00
		S(S)	1,00
3.3. Total hours from curriculum	42,00	of which	
		C(C)	28,00
		S(S)	14,00
3.4. Total hours of study per semester (ECTS*25)	125,00		
3.5. Total hours of individual study	83,00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	23,00		
Additional documentation in the library, on specialized online platforms and in the field	4,00		
Preparation of seminars, labs, assignments, portfolios and essays	33,00		
Tutorials	18,00		
Examinations	5,00		
Other activities	0,00		

4. Prerequisites

4.1. of curriculum	NA
4.2. of competences	NA

5. Conditions

for the C(C)	Classrooms disposing of multimedia equipment and internet access
for the S(S)	Classrooms disposing of multimedia equipment and internet access

6. Acquired specific competences

PROFESSIONAL	C1	The analysis and evaluation of the business status, the estimation of perspectives, the identification of strengths and weaknesses, of business potential and of possible ways of action
PROFESSIONAL	C3	Formulation and substantiation of the policies and business strategies through joining specialized knowledge with experience
TRANSVERSE	T1	The application of rules and professional ethical values in decision making and creating complex tasks and objectives, independently or as a group, at the workplace
TRANSVERSE	T3	Assuming the need of continuous development to create the premises of career progress and adapting one's own professional and managerial competencies to the economic environment dynamic

7. Objectives of the discipline

7.1. General objective	The course is designed to increase the understanding and abilities of participants in relation to the soft skills required to successfully manage people and processes during the 2 years MBA program and to ease their work using the eLearning platform and other support applications. It will focus on the variety of processes that might be new and challenging for the participants and it will also introduce them to the world of case studies and propose a number of strategies for successfully responding to cases as a teaching methodology.
7.2. Specific objectives	<p>This course aims at increasing the knowledge of the following topics:</p> <ul style="list-style-type: none"> • The variety of roles that one must play in a team to effectively carry out their responsibilities, including being a peer, a leader and a follower; • How teams naturally develop over time and how team members can behave to ensure a performance as high as possible; • Effectiveness of team norms and how to develop and stand by them; • How team member satisfaction can be measured; • How students experience stress at work and how to achieve work-life-study balance; • Motivation and different leadership styles; • Leadership and followership natural tendencies; • The process of effective case study analysis and presentation.

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Introduction and course overview	class discussion	
2	Job performance (definition and types)	class discussion, sample charter	
3	Team effectiveness (types of teams, workflow and work process)	team charter	
4	Case study methodology	in class working session, class discussion	
5	Job satisfaction	class discussion and orientation	

6	Motivation	class discussion and examples	
7	Leadership (definition, style, type)	class discussion and role play	
8	Case analysis	in class team work on case	
9	Followership	class discussion	
10	Individual and team performance (work cycles, processes cultures)	submission of case report analysis	
<p>Bibliography</p> <p>- Mauffette-Leenders, L. A., Erskine, J. A., & Leenders, M. R. (2005). Learning with cases (3 ed.). London (On): Ivey. The art of War, Sun Tzu (open book) Memoirs of Extraordinary Popular Delusions and the Madness of Crowds by Charles Mackay (open book)</p>			
8.2. S(S)		Teaching/Work methods	Recommendations for students
1	the world of the MBA student	case presentation and discussions	
2	performance, effectiveness and Romanian cultural specificities	case presentation, situation analysis	
3	random team generation and making of the team profile	collaborative class and team work	
4	case study resemblance in the real work, how to learn from others and apply	collaborative case study	
5	declared vs observed job satisfaction, what we don't know about ourselves and can scare us	discussions and class exercise	
6	what makes us tick and what makes an effective employee	class exercise, in class team work	
7	introduction of king nothing and the role of the informal leader	case study	
8	get ready for the real deal, how to read, mark and analyze a case	example, team work	
9	why followers are better than employees taking orders	discussions and class exercise	
10	the impact of local culture and individual background over team performance	case study	
<p>Bibliography</p> <p>- Mauffette-Leenders, L. A., Erskine, J. A., & Leenders, M. R. (2005). Learning with cases (3 ed.). London (On): Ivey. The art of War, Sun Tzu (open book) Memoirs of Extraordinary Popular Delusions and the Madness of Crowds by Charles Mackay (open book)</p>			

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content is identical with the curricula of the MBA program delivered by the partner university (CNAM) and consistent with the curricula of major MBA programs from all over the world.
 in order to better adapt the content to labour market requirements, were deployed meetings with business representatives, business analysts and practitioners from the field, former students from both Romania and France.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Case Analysis Report Exercise (individual)	case study	20%
10.2. S(S)	Situation analysis (team exercise)	test	15%
10.3. S(S)	team play	role play	10%
10.4. S(S)	class participation	discussions	5%
10.5. Final assessment	Team charter	project evaluation	50%
10.6. Modality of grading	Whole notes 1-10		
10.7. Minimum standard of performance	all final scores under 5.00 are considered failing grades		

