**Course Syllabus**

Academic year: 2020-2021

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| Institution | University of Petroşani |
| Faculty | Sciences |
| Field of study | BUSINESS ADMINISTRATION/ Accountancy |
| Level | Bachelor studies |
| Program of study | **Economics of trade, tourism and services/** **ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS** |

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| Course | General Management |
| Code | C.G.1.1.05/ C.C.1.1.05 |
| Year of study (semester) | I (I) |
| Number of hours | 42 |
| Number of credits | 4 |
| Professor | Assoc. Prof., Ph.D. GHICAJANU Mihaela |

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| **No.** | **Topic** |
|  | Theoretical foundations of management (Management concept; Evolution of management as a science; Management functions; Definition and structure of the management system) |
|  | Forecasting subsystem (Role and necessity of forecasting in the management process; Components of the forecasting subsystem) |
|  | Decision-making subsystem (Decision-making process; Typology of decisions; Stages of decision-making process; Methods for substantiating decisions) |
|  | Organizational subsystem (Concept of organization; Procedural organization; Compartmental organization; Formalization of organizational structure) |
|  | Information subsystem (Definition, role and functions of the information system; Structure of the information system; General notions on efficient communication and document management) |
|  | Methodological subsystem of the management system (General management systems and methods - especially the Management System by Objectives; Specific management methods and techniques) |