



ACADEMIA DE STUDII ECONOMICE BUCUREȘTI
DEPARTAMENT MANAGEMENT

Piața Romană nr.7, sector 1, etaj 2,
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**Topics and bibliography of the
competition for the position of associate
professor, position 37**

Discipline:

- Management

Topics:

- Basic management concepts: the triple meaning of management, management as art and science, management retrospective, management process, management functions, the object of study of organizational management.
- Strategy and strategic management: definition, typology and components.
- Functions of the organization: definition and components of the process-based organization; the content, interdependence and dynamics of the organization's functions.
- Organizational structure: definition, components, typology and ways of representing the organizational structure; informal structure.
- Decision-making: definition, typology and rationality requirements of decisions; structure of the decision-making process.
- Decision-making methods and techniques: decision-making methods under certainty conditions, decision-making methods under risk conditions, decision-making techniques under uncertainty conditions, group decision-making methods.
- Information system: definition, components and functions of the information system; information rationality requirements; major deficiencies of the information system.
- Human Resource Management.
- Application of management systems, methods and techniques: the concept of management system, method and technique; management by objectives; management by exceptions; project management; product management; management through budgets; dashboard; delegation; meeting; decision-making methods and techniques.

Bibliography:

Burduș, E., & Popa, I. (2018) *Fundamentele managementului organizației (3rd ed.)*. Bucharest: Pro Universitaria.

Burduș, E., & Popa, I. (2018) *Metodologii manageriale (2nd ed.)*. Bucharest: Pro Univesitaria.

Deac, V. (coordonator) (2020), *Management (4th ed.)*, Bucharest: ASE Publishing House.