

**SPECIALIZATION
PUBLIC ADMINISTRATION
1st YEAR**

Name of course: GENERAL THEORY OF LAW

Number of credits: 7

Year/semester course: 1 year course

Number of hours per week: 3

Number of weeks: 28

Type of course: Fundamental course

Learning objectives: The course is an introduction to law, as the well-known scholar Mircea Djuvara emphasized in his work, and it answers the question: what is law? Therefore the first objective of this subject is to help students acquire the complex concept of law.

Thematic areas (for topic illustration):

1. The notion of a general theory of law (Terminology ; The object of a general theory ; The importance of the general theory of law ; The system of juridical sciences). 2. The notion of law .

Bibliography:

Roberta Nițoiu, Alexandru Șorop, *Teoria generală a dreptului*, Editura Ch. Beck, București, 2008.

Dan Claudiu Dănișor, Ion Dogaru, Gh. Dănișor, *Teoria generală a dreptului*, Editura Ch. Beck, București, 2008.

Mazilu D., *Teoria generală a dreptului*, ediția a II-a, Editura All Beck, București, 2000;

Ovidiu Ungureanu, *Drept civil. Persoanele în reglementarea Noului Cod Civil*, Editura Hamangiu, București, 2011.

Gabriel Boroi, Carla Alexandru Anghelescu, *Curs de drept civil. Partea generală*, Editura Hamangiu, București, 2011.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: CONSTITUTIONAL LAW AND POLITICAL INSTITUTIONS

Number of credits: 6

Year/semester course: 1 semester course

Number of hours per week: 4

Number of weeks: 14

Type of course: Fundamental course

Learning objectives: The students must acquire the knowledge in the field of constitutional law and political institutions, strongly related to that in the field of political institutions, so that they will be able to understand the actual functioning of the constitutional system, the way and limits of understanding political phenomena by means of constitutional norms.

Thematic areas (for topic illustration):

1. The notions of 'constitutional law' and 'political institutions'. 2. The territory. 3. The population: citizens, foreigners, stateless persons.

Bibliography:

George Gîrleșteanu, *Drept constituțional și instituții politice*, Ed. Universul Juridic, București, 2012.

Dan Claudiu Dănișor, *Drept constituțional și instituții politice*, vol. I – Teoria generală, Ed. C.H. Beck, București, 2007.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: CIVIL LAW I

Number of credits: 6

Year/semester course: 1 semester course

Number of hours per week: 4

Number of weeks: 14

Type of course: Fundamental course

Learning objectives:

Thematic areas (for topic illustration):

1. Sources of civil rights. The civil juridical act and the civil juridical fact. 2. The capacity to conclude civil juridical acts.

Bibliography:

Flavius-Antoniou Baias, Eugen Chelaru, Rodica Constantinovici, Ioan Macovei (coordonatori), *Noul Cod Civil. Comentariu pe articole*, Editura C. H. Beck, București, 2012.

Ion Dogaru, Sevastian Cercel, *Drept civil. Parte generală*, Editura C.H. Beck, București, 2007.

Ion Dogaru, Sevastian Cercel, *Drept civil. Persoanele*, Editura C.H. Beck, București, 2007.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: POLITICAL ECONOMICS

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Fundamental course

Learning objectives: The course *Political economics* presents the market economy starting from the fundamental reasons which create the dynamics of life, in order to reach the analysis of the objectives and means of the economic action. One should emphasize the formative and practical as well as scientific nature of economic knowledge.

Thematic areas (for topic illustration):

1. The economy as a domain of human life. The economy: structure and system. 2. The contemporary market economy

Bibliography:

1. **Albu, C.** - C.E.E., o strategie industrială pentru anul 2000, Tribuna economică, nr.19-20/1992
2. **Ali M. El-Agra** - The European Union, Editura Hall Europe, 1998.
3. **Andreescu, E.** - EURO sub tiparnița comunitară, Adevărul Economic, nr.6/1998.
4. **Băbeanu, Marin Părvu, Gheorghe** - Economie politică, Editura Europa, Craiova, 1998
5. **Băbeanu, Marin Băbeanu, Marius** - Piața și sisteme de piețe, Editura Scrisul românesc, Craiova, 1998.
6. **Bălțatu, M** - Agricultura Uniunii Europene din perspectiva Agendei 2000, Adevărul Economic, nr.8/1998.
7. **Bârsan Maria** - Integrarea monetară europeană, Tribuna economică, nr.16/1994.
8. **Bakker, A.** - Instituțiile financiare internaționale, Editura Antet, 1997.
9. **Bari, Ioan** - Economie mondială, Editura Didactică și Pedagogică RA, București, 1997.
10. **Belli, Nicolae** - Uniunea Europeană geneza și instituțiile sale, Probleme economice, nr.37-38/1995.
11. **Bonciu, C.** - Politica socială a Europei, Tribuna economică nr.11/1996.
12. **Bratu, M.** - Calendarul pentru EURO, Tribuna Economică nr.18-19/1997;
- Moneda unică și sistemul monetar internațional, Tribuna economică, nr.13/1998;
- Sistemul Monetar Internațional, Tribuna economică nr.51-52 /1998.
13. **Boțianu, S.** - Sistemul monetar european o zonă a mărcii germane?, Tribuna economică nr.50/1996.
14. **Burlacu, Rodica Mirela** - Coordonate ale asocierii României la C.E.E., Tribuna economică, nr.24/1994.
15. **Burnete, Sorin** - Piața internă unică-desăvârșirea integrării europene, Tribuna economică, nr.39/1995.
16. **Cercescu, Gh.** - EURO - o monedă bună pentru patroni și proastă pentru salariați?, Adevărul economic nr.15/1998.
- Moment istoric, Adevărul Economic, nr.10/1998;
- Somajul, călcâiul lui Achille al zonei EURO, Adevărul Economic, nr.18/1998;
- Un mare eveniment al secolului XX, Adevărul Economic, nr.21/1998.
17. **Dancău, B.** - Moneda unică, un pas decisiv, Tribuna economică, nr.20/1998.

18. **Dobrescu, Emilian** - Cercetări privind efectele economico-sociale ale integrării României în Uniunea Europeană, Studii și cercetări economice, nr.10/1996.
19. **Dobrescu, Emilian**
Diatcu, Eugen - Reforma în perspectiva integrării europene; Coordonate economice, politice și instituționale, Tribuna economică 11,12/1998.
20. **Drăgan, G.** - Angoasa germană în drumul spre EURO, Economistul, nr.51/1998; Polemici în jurul EURO, Tribuna economică, nr.23/1998.
21. **Dumitrescu, Florea** - Să ne integrăm în U.E. în cunoștință de cauză, cu demnitate, nu ca o rudă săracă, Economistul, nr.618/1995.
22. **Dumitrescu, Sterian** - Economia mondială, Editura Didactică și Pedagogică, București, 1989.
23. **Fătu, Simona** - Piața românească de capital, Editura Vox, 1998.
24. **Fota, Constantin** - Comerț internațional și politici comerciale, Editura Sitech, 1996; - Comerț exterior - teorie și practică, Editura Alma, 1997.
25. **Fota, Constantin**
Roșu-Hamzescu, Ion - Politici comerciale, Editura Arta Grafică S.A., București, 1993.
26. **Gădiță, Filip**
Oancea, Dana - Moneda unică și implicațiile sale, Tribuna economică, nr.26/1998.
27. **Haiduc, Ioan** - Integrarea economică europeană: AELS și acordurile de comerț liber, Tribuna economică, nr.1-2/1993; - Acordul de la Maastricht, Tribuna economică, nr.38-39/1992.
28. **Hitris, Theo** - European Union Economics, Editura Hall Europe, 1998.
29. **Iancu, Aurel** - Tratat de economie, vol.I, Editura Economică, București, 1993.
30. **Ionescu, D.** - Germania și moneda unică, Tribuna economică, nr.15/1997.
31. **Ioniță, Lorena** - Labirintul convergenței, Piața financiară, nr.4/1998; - Euromania, Piața financiară, nr.5/1998.
32. **Mărgărit, A.** - Uniunea Economică și Monetară-rolul monedei unice, Tribuna economică, nr.49/1992.
33. **Mărguș, D.** - Pregătirea fazei a doua a Uniunii Economice și Monetare, Tribuna economică, nr.49/1992.
34. **Mitran, I.** - EURO și relațiile monetare globale, Economistul, nr.971/1997.
35. **Moldoveanu, Marcel**
Mocanu, Oana - Relațiile U.E. cu țările exsocialiste, Tribuna economică, nr.46/1998.
36. **Moldoveanu, Marcel** - Noile dimensiuni ale integrării regionale și subregionale, Tribuna economică, nr.26/1995.
37. **Moldoveanu, A.** - Uniunea Monetară este o fantezie periculoasă, Tribuna economică, nr.18-19/1997.
38. **Mosoia, M.** - Maastricht-crearea Uniunii Economice și Monetare, Tribuna economică, nr.44/1992.
39. **Mustață, Daniela**
Iosif, Dragoș - Reforma economică în România și aderarea la U.E., Tribuna economică, nr.5,6,17/1998.
40. **Nistorescu, N.** - Integrarea economică interstatală, Tribuna economică, nr.5 și 13/1996.
41. **Negoită, V.** - O monedă unică? Tribuna economică, nr.7/1993.
42. **Olaru, D.** - Integrarea vest-europeană, Editura Politică,

- București, 1998.
43. **Paraschiv, G.** - Uniunea Monetară față cu reacțiunea, Tribuna economică, nr.14/1997.
44. **Popa-Micșan F.** - Concurența pro și anti-Europa, Economistul, nr.79/1998.
45. **Popescu, Constantin și colectiv** - Tranziția la economia umană, Editura Economică, București, 1996;
- Echilibrul înaintării, Editura Eficient, București, 1998.
46. **Popovici, V.** - Băncile britanice și Uniunea Economică și Monetară, Tribuna economică, nr.11/1997;
- Criteriile de la Maastricht 7 ani în retrospectivă, Tribuna economică, nr.34/1997;
- Moneda unică și piața financiar-valutară europeană, Tribuna economică, nr.40/1996;
EURO - numai 11 participanți, Tribuna economică nr.25/1998.
47. **Roșu-Hamzescu, Ion** - Tranzacții internaționale, Editura Mondoec, Craiova, 1998.
48. **Simion, S.** - Reticențe britanice față de moneda unică, Economistul nr.54/1998.
49. **Suian, Pavel** - Integrarea vest europeană, Editura Dacia, Cluj-Napoca, 1997.
50. **Sostean, Corina** - Germania față în față cu moneda unică, Tribuna economică, nr.33/1998.
51. **Stoica, M.** - Infrastructura transporturilor în condițiile asocierii la Uniunea Europeană, Economistul, nr.905/1997.
52. **Sută, Nicolae Miron, Dumitru** - Comerț internațional și politici comerciale contemporane, Editura Eficient, București, 1997.
- Relațiile comerciale ale țării noastre cu U.E., Tribuna economică, nr.22/1998.
53. **Tuiu, F.** - Moneda unică europeană are cale liberă, Economistul, nr.43/1998.
54. **Ursu, Ioana** - Ziaua EURO la bursele de valori, Tribuna economică, nr.33/1998.
55. **Vlădescu, D.** - EURO va fi una din cele mai stabile monede din lume, Tribuna Economică, nr.18-19/1997.
56. **Voinea, L.** - Pro și contra monedei unice europene, Tribuna economică, nr.18-19/1997;
- Frământări în Uniunea Europeană, Tribuna economică, nr.30-31/1996;
- Procesul decizional în U.E., Tribuna economică nr.3-4/1997.
57. **Zăman, Gh.** - Perspectivele integrării europene, Tribuna economică, nr.27/1995;
- O nouă strategie a politicii fiscale în U.E. Tribuna economică, nr.32,33,34/1996.
- Provocările economice ale integrării în U.E. Tribuna economică, nr.3,4/1998;
- Aderarea la Uniunea Europeană-parteneriat, nu dictat, Tribuna economică, nr.11/1998.
- Etapele preaderării la U.E. a celor 5 favoriți, Tribuna economică, nr.12/1998.
58. **x x x** - Economie politică, Editura economică, București, 1995.
59. **x x x** - Monitorul Oficial al României, nr.66/30.03.1993; nr.152/16.04.1998.

60. x x x - Sistemul bancar românesc și EURO,
Tribuna economică, nr.51-52/1998.

61. x x x - Strategia de la Snagov, 1995.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: GENERAL ORGANIZATION OF ADMINISTRATION

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Fundamental course

Learning objectives: Knowledge and appropriate use of the notions characterizing public administration. Understanding the place and role of local communities in the life of the state. Knowledge of the normative consequences of the general principles of organization and functioning of public administration. Understanding the institutional mechanisms and the organization of public administration.

Thematic areas (for topic illustration):

1. General principles of organization and functioning of public administration in Romania. 2. General principles of public administration (the principles of legality, of hierarchical subordination, of deconcentration, of decentralization, of local autonomy, of the official language, of citizen information).

Bibliography:

1. George Girleşteanu, *Organizarea generală a administrației*, Ed. Universul Juridic, București, 2011.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: COMMUNITY INSTITUTIONAL LAW

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The course of Community institutional law presents the evolution of the idea of European unity, the conditions fostering the emergence and evolution of the European Communities, specific to the institutional and juridical system created by the European Union.

Thematic areas (for topic illustration):

1. The evolution of the the idea of European unity . 2.The creation of the European Communities and their evolution.

Bibliography:

Ion Filipescu, Augustin Fuerea, *Drept instituțional comunitar european*, Ed. Actami, 1996.

Grigore Geamănu, *Drept internațional public*, București, 1983.

Octavian Manolache, *Drept comunitar*, Ed. ALL, București, 1996.

Viorel Marcu, *Drept internațional comunitar*, Ed. Nora, București, 1995.

Roxana Munteanu, *Drept european. Evoluție. Instituții. Ordine juridică*, Ed. Oscar print, 1996.

Adrian Năstase, *România și noua arhitectură mondială*, R.A. Monitorul Oficial, București, 1996.

Bianca Predescu, *Drept comunitar - Evoluția istorică, sistem instituțional și juridic*, Ed. Europa, Craiova, 1997.

Colliard Claude Albert, *Istitutions des relations internationales*, Ed. Precis Dalloz, Paris, 1990.

Jean Boulouis-*DEroit institutionnel des commaunités europeennes*, Ed.Montchrestien Paris 1992.

S. et C.Bonnefoi-*Droit europeen:Institutions. Principes politiques*, Ed.J.Delmas et Cie Paris 1989.

Louis Cartou-*Commaunités europeennes* -Precis Dalloz,Paris 1991.

Louis Dubouis, Claude Gueydan, *Grands textes de droit communautaire*, 2-éd, Dalloz, Paris, 1990.

Guy Issac-*Droit communautaire general*, Ed.Masson,Paris 1991.

Christian Philip, *Les institutions européennes*, 1-éd, Masson, Paris, 1981.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ADMINISTRATIVE LAW

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 4

Number of weeks: 14

Type of course: Fundamental course

Learning objectives:

Thematic areas (for topic illustration):

1. Administrative law, a branch of public law. Object, content, definition. 2. The relations of administrative law. Notion, classification.

Bibliography:

Emanuel Albu, Cristiana Ecaterina Banu, Traian Popescu și Bogdan Georgescu, *Drept administrativ - Partea I*, Editura Fundației „România de Măine”, București, 2008.

Ioan Alexandru, Mihaela Cărăușan, Ilie Gorjan, Ivan Vasile Ivanoff, Cezar Corneliu Manda, Alina-Livia Nicu, Crina Rădulescu, Cătălin Silviu Săraru, *Dreptul administrativ în Uniunea Europeană*, Editura Lumina Lex, București, 2007.

Emanuel Albu, *Drept administrativ și știința administrației, Partea I*, Editura Fundației „România de Măine”, București, 2005.

Ioan Alexandru, *Drept administrativ european*, Editura Lumina Lex, București, 2005.

Gheorghe Bică, Adriana Belu, Mariana Ciocoiu, Paul Rotaru, *Drept administrativ și știința administrației, Note de curs*, Editura Sitech, Craiova, 2005.

Ioan Santai, *Drept administrativ și știința administrației*, vol.I, Editura Risoprint, Cluj-Napoca, 2004.

Antonie Iorgovan, *Tratat de drept administrativ*, ediția a III-a, Editura All Beck, București, 2001.

Ioan Alexandru, *Administrația publică. Teorii. Realități. Perspective.*, Editura Lumina Lex, București, 2001.

Verginia Vedinaș, *Drept administrativ și instituții politice*, Editura Lumina Lex, 2002.

Rodica Narcisa Petrescu, *Drept administrativ*, Editura Cordial Lex, București, 2001.

Corneliu Manda, *Dreptul administrativ. Tratat elementar*, 2002, Editura Lumina Lex, București.

Dana Apostol Tofan, *Puterea discreționară și excesul de putere al autorităților publice*, Editura All Beck, 1999.

Nicoleta Miulescu, *Drept administrativ*, Editura Sitech, 2007.

Constituția României 1991, revizuită, republicată Legea nr.90/2001 privind organizarea și funcționarea Guvernului României și a ministerelor.

Legea nr.340/2004 privind instituția prefectului.

Legea nr.393/2004 privind statutul alesului local.

Legea nr.215/2001 a administrației publice locale, republicată.

Legea nr.188/1999 privind Statutul funcționarilor publici, republicată.

Legea nr.67/2004 pentru alegerea autorităților administrației publice locale, republicată.

Legea nr.7/2004 privind Codul de conduită a funcționarilor publici.

Legea nr.176/2010 privind integritatea în exercitarea funcțiilor și demnităților publice, pentru modificarea și completarea

Legii nr. 144/2007 privind înființarea, organizarea și funcționarea Agenției Naționale de Integritate, precum și pentru modificarea și completarea altor acte normative.

Legea cadru a descentralizării nr.195/2006.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ADMINISTRATION OF PUBLIC PROPERTY

Number of credits: 3

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: Developing students' skills by mainly analyzing the practical aspects arising out of the juridical regime of the right of public property as opposed to the right of private property.

Thematic areas (for topic illustration):

1. Introductory notions regarding the notion of patrimony. 2. The patrimonial rights in the system of real rights.

Bibliography:

Bîrsan C., Gaiță, M., Pivniceru, M. M., *Drept civil. Drepturile reale*, Editura Institutul European, Iași, 1997.

Bîrsan, C., *Drept civil. Drepturile reale principale*, Editura All Beck, 2001.

Cercel, S., *Drept civil. Dezmembrămintele dreptului de proprietate. Modurile de dobândire a drepturilor reale. Publicitatea imobiliară*, Editura Universitaria, 2003.

Cercel, S., *Drept civil. Patrimoniul. Posesia. Proprietatea*, Editura Universitaria, Craiova, 2002.

Chelaru, E., *Curs de drept civil. Drepturile reale principale*, Editura All Beck, București, 2000.

Chelaru, E., *Circulația juridică a terenurilor*, Editura All Beck, București, 1999.

Cosmovici, P. M., *Drept civil. Drepturile reale. Obligații. Codul civil*, ediția a III-a, Editura All Beck, București, 1998.

Dogaru, I., Sâmbrian, T., *Drept civil român. Teoria generală a drepturilor reale*, Editura Europa, Craiova, 1996.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: PHILOSOPHY

Number of credits: 3

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Complementary course

Learning objectives: Knowledge of the contemporary perspectives regarding the new the models of philosophical rationality at the crossroad with morals, law and politics.

Thematic areas (for topic illustration):

1. From mythos to logos. 2. What is philosophy?

Bibliography:

I. Bușe, *Filosofie* (note de curs), Ed. Alfa Pres, Cluj-Napoca, 2002.

Filozofie curs de bază, trad. din germană coord. de Mircea Flonta, Ed. Șt. Buc., 1999.

Aristotel, *Metafizica*, Ed. Academiei, Buc., 1965.

Platon, *Opere*, vol. I-VII, Ed. Șt. și Encicl., Buc., 1974 -1993.

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J. Beaufret, *Lecții de filosofie*, Amarcord, Timișoara, 1999.

Teoria cunoașterii științifice (coord. Mircea Flonta), Ed. Academiei, Buc., 1983.

Gradus philosophique, coord. Laurent Jaffre și Monique Labrune, Ed. Flammarion, Paris, 1996.

Quelle philosophie pour XXI siècle, Gallimard, Paris, 2001.

A. Lalande, *Vocabulaire technique et critique de la philosophie*, PUF, 1993.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: SCIENCE OF ADMINISTRATION

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course:

Learning objectives: Knowledge and understanding of the meanings of public administration. Knowledge, understanding and implementation of the processes at the basis of public interventions: the decision-making process, planning, implementation, monitorization and evaluation.

Thematic areas (for topic illustration):

1. The science of administration (The science of administration. Notion, The science of administration in Romania, The science of administration – a synthesis science, The study of public administration). 2. The significance of public administration (The emergence and necessity of public administration, The etymology of public administration, The significance of public administration: public administration as executive power of the state; public administration as the system of public authorities; public administration as the activity of public institutions)

Bibliography:

Alexandru, I., *Administrația publică. Teorii. Realități. Perspective*, editura Lumina Lex, București, 2007.

Avram Voican, M., *Sistemul autorităților administrației publice*, editura Universul Juridic, București, 2010.

Avram Voican, M., *Știința Administrației*, editura Universul Juridic, București, 2012.

Nedelcu, I., *Drept administrativ și elemente de Știința administrației*, editura Universul Juridic, București, 2009.

Nicu, A., *Știința administrației*, editura Universitaria, Craiova, 2011.

Profiroiu, A., *Știința Administrației*, editura ASE, București, 2008.

Voican, M., *Principiile cadru ale administrației publice*, editura Universul Juridic, 2008.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: USE OF COMPUTERIZED SYSTEMS

Number of credits:

Year/semester course:

Number of hours per week:

Number of weeks:

Type of course:

Learning objectives: Understanding the specialized terms of informatics in general and administrative informatics in particular. Understanding the relation between the juridical, administrative field and the informatic field, as well as acquiring knowledge of the effective means of using informatics in administrative activities. Expressing a positive and responsible attitude towards the use of modern technical means in public administration.

Thematic areas (for topic illustration):

1. The notion of informatic society, informational system. 2. The present situation of informatization in public administration. 2. The informatic system: technical notions, legislative notions (identification of components), operating systems.

Bibliography:

Ana Dulu, *Stii sa utilizezi calculatorul? 700 de teste pentru obtinerea Permisului European de Conducere a Computerului*, Editura Andreco Educational, 2006, ISBN: 9739914047.

Charles Rubin, *Totul despre Microsoft Word 2000*, Editura Teora.

Daniela Gărăiman, *Bazele informaticii juridice*, Editura Universitaria, Craiova, 2007, ISBN: 978-973-742-836-3.

Daniela Gărăiman, *Informatica juridică. Curs practic*, Editura Universitaria, Craiova, 2005, ISBN: 973-742-036-9.

Daniela Gărăiman, *Informatică pentru administrația publică*, Editura Universitaria, Craiova, 2007, ISBN: 978-973-742-706-9.

M. Nagy, M. Vizental, *Asistarea deciziei folosind mediul Excel*, Editura Albastră, 2009, ISBN: 978-973-650-232-3.

Peter Norton John Goodman, *PC - Totul despre calculatoare personale*, Editura Teora, București, 2011.

Steve Johnson Perpectionom Inc., *WINDOWS XP*, Editura Teora, București.

Steve Johnson Perspection Inc., *Microsoft office word 2003*, Editura Teora.

Steve Johnson, *Microsoft Office - Access 2007*, Editura Teora, 20.

Steve Johnson, *Microsoft Office - Excel 2007*, Editura Teora, 20.

Steve Johnson, *Microsoft Office - PowerPoint 2007*, Editura Teora, 2008.

Steve Johnson, *Microsoft Office - Word 2007*, Editura Teora, 2008.

Winn L. Rosch, *Totul despre hardware. Ghid complet pentru toate tipurile de componente hardware pentru PC*, Editura Teora, București.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation:

Name of course: ENGLISH LANGUAGE

Number of credits: 3

Year/semester course: 1 year course

Number of hours per week: 2

Number of weeks: 28

Type of course: Complementary course

Learning objectives: The students will:

- Acquire the English legal terminology within the main branches of law and public administration
- Develop the ability to use the specialized language in specific, legal and administrative contexts
- Acquire the basic grammatical structures of the English language, as well as those characterizing legal-administrative English, which will enable them to use the legal terminology in correct, coherent constructions

Thematic areas (for topic illustration):

1. Introduction to law. 2. Development of law. 3. Law and morality

Bibliography:

Badea, Simina – *English for Law Students – Curs practic de terminologie juridică și limba engleză*, Ed. a III-a, Ed. Universitaria, Craiova, 2010.

Biber, D.; Conrad, S.; Leech, G. – *Longman Student Grammar of Spoken and Written English*, Longman, 2002.

Brookes, M.; Holden, D.; Hutchinson, W. – *Engleza pentru juriști*, Teora, 1999.

Brookes, M.; Treutenaere, C. – *1000 de cuvinte-cheie în drept*, Ed. Compania, București, 2002.

Gălățeanu-Fârnoagă, G; Comișel, E. – *Gramatica limbii engleze pentru uz școlar*, Omegapres, București, 1992.

Greco, Onorina – *Dicționar juridic român-englez, englez-român*, C.H.Beck, București, 2008.

McKay, W.R.; Charlton, H.E. – *Legal English – How to Understand and Master the Language of Law*, Longman, 2005.

*** *Oxford Dictionary of Law*, 6th edition, Oxford University Press, Oxford, 2006.

Teaching language: English

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: FRENCH LANGUAGE

Number of credits: 3

Year/semester course: 1 year course

Number of hours per week: 2

Number of weeks: 28

Type of course: Complementary course

Learning objectives: The students will:

- Acquire knowledge of the French morphology by applying it to the administrative terminology;
- Be able to write a legal text to dictation;
- Be able to translate a legal text into French;
- Improve their communication skills in legal French.

Thematic areas (for topic illustration):

1. L'article. L'article défini. L'article indéfini. L'article partitif. Le remplacement de l'article partitif par le préposition *de*. L'omission de l'article. Exercices grammaticaux. 2. Le nom. Le genre. Le nombre. Le pluriel des noms composés. Noms à double forme de pluriel. Noms qui changent de sens au pluriel. Les noms qui s'utilisent à un seul nombre. Les cas. Exercices grammaticaux.

Bibliography:

Diana Dănișor, *Le français juridique/Franceza juridică*, C.H. Beck, București, 2007.

J. Dubois, *Grammaire structurale du français. Noms et pronoms*, Larousse, Paris, 1965.

R. Iordache, G. Scurtu, *Grammaire pratique du français. L'article, le nom, l'adjectif qualificatif*, Lotus Co, Craiova, 1994.

Teaching language: French

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: MANAGEMENT OF HUMAN RESOURCES

Number of credits: 3

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: Understanding the importance of the course within the general framework of humanities. The purpose of the course is to help students understand that the importance of human beings in the successful management of a business is what makes of the *Management of human resources* the essential competence for all managers. Understanding that nobody can hold monopoly of wisdom under any circumstances.

Thematic areas (for topic illustration):

1. Position description and analysis. 2. Recruitment of human resources.

Bibliography:

Anastasi, A. – *Psychological testing*, Mc Millan, New York, 1968, p.124.

A.Athanasiu, Radu C., "Caracterologie și grafologie. Eseuri", Editura Tehnica, București, 2000, pag.11.

Beldrige, L.- *Codul manierelor în afaceri*, Business Tech International, 1994.

Byars, L, Rue, W. – *Human Resource Management* – IRWIN, Homewood, Boston, 1991, p.296-301.

Bădică, Gh., Popescu A. -*Contractul colectiv de muncă. Salarizarea și Impozitarea*, Editura Fotum, București, 1991.

Chișu, V.A., Manualul specialistului în resurse umane, Casa de editură IRECSO, București, 2002, p.146.

De Cenzo, A. David, P. Robbins – *Personnel/Human Resource Management*, Englewood Cliffs, Prentice-Hall, 1998, p.2.

- Goffee, R., Jones, G., *Les management des hommes*, Harvard Business Review, Les Editions d'Organisations, Paris, 2000, pag.3.
- J.M. Peretti, *Ressourcesc humaines*, Edition Vuibert Gestion, Paris, 1994, p.26.
- Mathis, L., Jackson, J.H. – *Personel Human Resource Management*, West Publishing Company, N.Y., 1991, p.191.
- Manjourdiés, C.-*Eficiența interviului condiție pentru reușita selecției personalului companiei*. BusinessTech International, nr.9, 1993, p.9.
- Neuman, H.-*Arta de a găsi o slujba*, Business Tech International Press, Bucuresti, p.44.
- Neuman, H. – *Arta de a găsi o slujbă*, Business Tech International, 1994.
- Popescu M.-*Managementul resurselor umane*, "Tribuna economica". Nr.32, 1991, p.8.
- Rusu C., - *Management*, Ed. Expert, București, 1993, p.170.
- Schmidt, S.M., Kochan, T.A. –*Conflict:Toward Conceptual Clarity*. "Administrative Sciences Quarterly, nr.13/1972, p.359-370.
- V. Lefter, A. Manolescu, *Managementul resurselor umane*, Editura Didactică și Pedagogică, București, 1995, p.17.
- Vatier, R. –*Le developpement de l'entreprise et la promotion des homes*. Paris, 1960, p.292.
- Zorlențan, T. ș.a. *Managementul organizației*, Editura Economică București, 1998, p.487.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

**SPECIALIZATION
PUBLIC ADMINISTRATION
2nd YEAR**

Name of course: ADMINISTRATIVE LAW II**Number of credits:** 6**Year/semester course:** 1 semester course**Number of hours per week:** 4**Number of weeks:** 14**Type of course:** Fundamental course**Learning objectives:** Knowledge, understanding and enforcement of administrative acts, of administrative contracts, public and private property of the state and administrative territorial units, liability in administrative law, control in public administration.**Thematic areas** (for topic illustration):

1. The administrative act (The forms of activity of public administration, The administrative act. Notion, Classification of administrative acts, Conditions for the validity of the administrative act, Conditions of composition of the administrative act, The scope of the effects of administrative acts). 2. The administrative contract

Bibliography:Voican, M., *Drept administrativ*, Edit.Univrsul Juridic, colecția Curs universitar, București, 2011.Tofan, , *Drept administrativ*. vol.II, edilia a II-a, Edit.C.H.Beck, colecția Curs universitar, București, 2009.Iorgovan, A., *Tratat de drept administrativ*. vol.II, Ediția 4, Editura All BECK, București, 2005.Nedelcu, *Drept administrativ și elemente de Știința administrației*, Editura universul juridic, București, 2009.Nicu, A., *Drept administrativ*, Editura didactică și Pedagogică, București, 2011.Voican M., Voinea, R., *Drept administrativ. Partea generală. Caiet de seminar*, Editura C.H. Beck, București, 2009.**Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: CIVIL LAW II****Number of credits:** 5**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Fundamental course**Learning objectives:****Thematic areas** (for topic illustration):**Bibliography:****Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: CRIMINAL LAW AND CRIMINAL PROCEDURE****Number of credits:** 5**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Specialized course**Learning objectives:****Thematic areas** (for topic illustration):**Bibliography:****Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: FINANCIAL LAW****Number of credits:** 5**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Specialized course

Learning objectives: The students will acquire knowledge of the juridical principles and rules lying at the basis of creating, distributing and using public assets. The students will thus understand the mechanisms for the functioning of the state referring to the consolidated general budget, public debts, public revenues and expenditures, auditing.

Thematic areas (for topic illustration):

1. General notions of financial law. 2. The budgetary procedure.

Bibliography:

Bălan Emil, *Drept financiar*, ED.All Beck 2008.

Drosu Şaguna, Dan, *Drept financiar public*, Ed. CH Beck, Bucureşti, 2009.

Roş, Viorel, *Drept financiar. Sistemul bugetar*, Ed. Universul juridic, Bucureşti, 2010.

Condor Ioan, *Drept fiscal şi financiar*, ED. Fundaţiei România de mâine, Bucureşti, 2004.

Băbălău Anișoara, *Drept financiar*, ED.Universitaria, Craiova, 2010.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: MANAGEMENT IN ADMINISTRATION

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The strengthening of constitutional democracy and implicitly of the state governed by the rule of law cannot be conceived without a solid analysis of different ruling styles, of the way of organization and functioning of public administration. The knowledge of the principles on the basis of which public administration functions, also constitutes a means for the protection of those using civil services.

Thematic areas (for topic illustration):

1. The management process. 2. Managerial organization.

Bibliography:

A. Iorgovan - *Drept administrativ*, Ed. Actami, Bucureşti, 1994, vol.IV.

Alexandrescu I. - *Persoană, personalitate, personaj*, Editura Junimea, Iaşi, 1998.

Anasoff H.I. - *Strategic Management*, Macmillan Press, Ltd., London, 1980.

Androniceanu A., *Management public*, Ed. Economică, Bucureşti, 1999.

Constantinescu D., Moldoveanu G., Tumbăr C. - *Conducerea operativă a producţiei*, Ed.Mondo-Ec., Craiova, 1994.

Constantinescu D., Tumbăr C. - *Economia întreprinderii*, Editura Vlad & Vlad Craiova, 1995.

Constantinescu D., Tumbăr C., Criveanu I. - *Managementul întreprinderilor*, Editura Vlad & Vlad Craiova, 1997.

Cornescu V., Mihăilescu I. Stancu S. - *Management. Teorie şi practică*, Ed.Actami, Bucureşti, 1994.

Fayol H. - *Industrial and General Administration*, Geneva International Management Institute, 1930.

Ion Vida, *Puterea executivă şi Administraţia publică*, Bucureşti, 1999.

Kotler, Ph. - *Direcction et Marketing*, 7 a edicion, Mateu Cromo, Madrid, 1992.

Kotler, Ph., Armstrong, G., *Marketing*, Prentice Hall, Inc., Englewood Cliffs, 1990.

Lourat P.- *Gestion de ressources humaines*, Eyrolles Universite' Paris, 1991.

M. Preda, *Autorităţile administraţiei publice*, Ed. Lumina Lex, Bucureşti, 1999;

Muraru, *Drept constituţional şi instituţii publice*, vol.II, Ed. Didactică şi Pedagogică, Bucureşti, 1993.

Nicolescu O. ş.a. - *Ghidul managerului eficient*, vol.I şi II, Ed.Tehnică, Bucureşti, 1993, 1994.

Russu C. - *Management*, Editura Expert, Bucureşti, 1993.

Russu C. - *Management*, Editura Expert, Bucureşti, 1996.

I. Rusu, *Preşedintele României*, Ed. Lumina Lex, Bucureşti, 1996.

Zorleţan T., Berdus E., Căprescu G. - *Managementul organizaţiei*, Editura Holding Reporter, Bucureşti, 1996, vol.I, II.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: CONTRACT LAW AND CONTRACTUAL ADMINISTRATION

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The students must acquire knowledge in the field of special contracts within the general framework of civil law so that they will be able to understand the juridical regime of each contract, the legal effects of special contracts by relating them to the general effects of contracts and the fundamental notions and principles of civil law.

Thematic areas (for topic illustration):

1. The notion of contractual law. The notion of contractual administration. 2. The sales and purchase contract.

Bibliography:

Fr. Deak, *Tratat de drept civil. Contracte speciale*, Universul Juridic, Buc. 2006.

C. Toader, *Drept civil. Contracte speciale*, Buc., Ed. All Beck, 2003.

C. Macovei, *Contracte civile*, Ed. Hamangiu, Buc. 2006.

ÎCCJ. *Jurisprudența secției civile și de proprietate intelectuală pe anul 2006*, Ed. Hamangiu, Buc. 2007.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ADMINISTRATIVE PROCEDURES

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course:

Learning objectives: The students will acquire knowledge of the administrative dispute procedure, the procedure of issuing administrative authority acts, the procedure of concluding public procurement contracts, public concessions and public auctions, the procedure of authorizing constructions, the procedure of organizing and holding contests for filling vacancies and of evaluating the individual performance of civil servants etc.

Thematic areas (for topic illustration):

1. Notions and principles applicable to administrative procedures: the notion of administrative procedure, classification of administrative procedures, principles of administrative procedure, the parties in the administrative procedure. 2. The principles characterizing the administrative procedure regulated by special laws.

Bibliography:

Alexandru, I. (coordonator), *Drept Administrativ*, Brasov: Editura Omnia, 1999.

Apostol Tofan, D., *Drept Administrativ, Tematica prelegerilor. Repere bibliografice*, București, Editura All Beck, 2003.

Dogaru, I., *Teoria Generala a Dreptului*, Craiova: Editura Europa, 1996.

Iorgovan, A., *Tratat de Drept Administrativ*, vol I, Ediția 4, București, Editura All Beck, 2005.

Manda, C., Manda, C.C., *Dreptul Colectivităților Locale*, București: Editura Lumina Lex, 2005.

Nedelcu, I., *Drept Administrativ*, Universitaria Craiova, 2001.

Preda, M., *Curs de Drept Administrativ. Parte generala, cu sinteze tematice*, București: Editura Calistrat Hogas, 1995.

Prisacaru, V. I., *Tratat de Drept Administrativ Roman*, București: Lumina Lex, 2002.

Vedinas, V., *Drept Administrativ*, București: Lumina Lex, 2004.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: TAX LAW AND PROCEDURE

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: To consolidate the knowledge in the field of tax law and procedure; to know the national system of taxes; to develop the appropriate attitude for the analysis, interpretation and solving of practical problems.

Thematic areas (for topic illustration):

1. Principles of fiscal procedure; 2. Acts and operations specific to the fiscal procedure

Bibliography:

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: FAMILY LAW AND CIVIL STATUS ACTS

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: To ensure knowledge of the principles governing family relationships, the regime governing marriage, filiation, adoption and minor protection. The students will also be able to analyze the practical aspects regarding the patrimonial relations between spouses; the legislative amendments concerning the termination of marriage.

Thematic areas (for topic illustration):

1. Introductory notions of family law. 2. Marriage. 3. The effects of marriage.

Bibliography:

Albu Ioan , *Dreptul familiei*, Editura Didactică și Pedagogică, București, 1975.

Albu I., I. Reghini, P.A. Szabo, *Înfierea*, Ed. Dacia, Cluj-Napoca, 1977.

Bacaci Alexandru , Codruța Hageanu, Viorica Dumitrache, *Dreptul familiei*, Editura AllBeck, București, 1999.

Baias Flavius, Marieta Avram, *Legislația familiei*, All, București, 1994.

Bénabent Alain , *Droit civil. La Famille*, Litec, Paris, 2000.

Ciutacu Florin, *Codul Familiei Român Adnotat*, Editura Themis Cart, Slatina 2004.

Cocoș Ștefan, *Dreptul familiei*, Lumina Lex, București, 2001.

Cornu Gérard, *Droit civil. La famille*, Montchrestien, Paris, 1993.

Dogaru I., Sevastian Cercel, Dan Claudiu Dănișor, *Întreținerea în contextul drepturilor fundamentale*, Editura Themis, Craiova, 2001.

Dogaru I., Sevastian Cercel, *Elemente de dreptul familiei*, Ed. Themis, Craiova, 2001.

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Filipescu I.P., Filipescu A., *Adopția. Protecția și promovarea drepturilor copilului*, Editura Universul Juridic, București 2005.

Ghimpu Sanda, Alexandru Țiclea, Constantin Tufan, *Dreptul securității sociale*, AllBeck, București, 1998.

Lupulescu D., *Dreptul de proprietate comună al soților*, Casa de editură și presă "Șansa" S.R.L., București, 1993.

Popescu T.R., *Dreptul familiei*, tratat, Editura didactică și pedagogică, București, 1965. Pricopi Adrian, *Căsătoria în dreptul român*, Lumina Lex, București, 2000.

Soreață Marieta, *Dreptul Familiei*, Editura Universitaria, Craiova 2004.

Șerbănescu Scarlet, *Codul familiei, comentat și adnotat*, Editura științifică, București, 1963.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ELEMENTS OF ENVIRONMENTAL LAW

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: To initiate students in the field of environmental law, to help students acquire specific knowledge in this field, by considering its characteristics, as well as the main notions and principles.

Thematic areas (for topic illustration):

1. Environmental law. Introductory notions. 2. The principles of environmental law.

Bibliography:

Marinescu, Daniela, *Tratat de dreptul mediului*, Ed. All Beck, București, 2003.

Mazilu, Dumitru, *Dreptul comunitar al mediului*, Ed. Lumina Lex, București, 2006.

Zaharia, Carmen, *Legislația pentru protecția mediului*, Ed. Univ. „Al.I. Cuza” Iași, Iași, 2003.

Romișan, Ciprian Raul, *Dicționar de dreptul mediului*, Ed. All Beck, București, 2004.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ENGLISH LANGUAGE**Number of credits: 2****Year/semester course: 1 year course****Number of hours per week: 2****Number of weeks: 28****Type of course: Complementary course****Learning objectives:** The students will:

- Acquire the English legal and administrative terminology within the main branches of law and public administration
- Develop the ability to use the specialized language in specific, administrative contexts
- Acquire the basic grammatical structures of the English language, as well as those characterizing legal and administrative English, which will enable them to use the terminology in correct, coherent constructions

Thematic areas (for topic illustration):

1. Courts: Criminal courts. 2. Courts: Civil courts. 3. Ways of settling disputes outside of court: negotiation, mediation, arbitration. 4. Grammar: The verb

Bibliography:

Badea, Simina – *English for Law Students – Curs practic de terminologie juridică și limba engleză*, Ed. a III-a, Ed. Universitaria, Craiova, 2010.

Biber, D.; Conrad, S.; Leech, G. – *Longman Student Grammar of Spoken and Written English*, Longman, 2002.

Brookes, M.; Treutenaere, C. – *1000 de cuvinte-cheie în drept*, Ed. Compania, București, 2002.

Brookes, M.; Holden, D.; Hutchinson, W. – *Engleza pentru juriști*, Teora, 1999.

Gălățeanu-Fârnoagă, G; Comișel, E. – *Gramatica limbii engleze pentru uz școlar*, Omegapres, București, 1992.

Greco, Onorina – *Dicționar juridic român-englez, englez-român*, C.H.Beck, București, 2008.

McKay, W.R.; Charlton, H.E. – *Legal English – How to Understand and Master the Language of Law*, Longman, 2005.

*** *Oxford Dictionary of Law*, 6th edition, Oxford University Press, Oxford, 2006.

Teaching language: English**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Verification**Name of course: FRENCH LANGUAGE****Number of credits: 2****Year/semester course: 1 year course****Number of hours per week: 2****Number of weeks: 28****Type of course: Complementary course****Learning objectives:** The students will:

- Acquire knowledge of the French morphology by applying it to the administrative terminology;
- Be able to write a legal text to dictation;
- Be able to translate a legal text into French;
- Improve their communication skills in legal French;
- Write a dissertation in French;
- Make comments on a legal and administrative text

Thematic areas (for topic illustration):

1. L'adverbe. La conjonction. Exercices grammaticaux. 2. La préposition. L'interjection. Exercices grammaticaux.

Bibliography:

Diana Dănișor, *Le français juridique/Franceza juridică*, C.H. Beck, București, 2007.

G.J. Ghide, *Conjugarea verbelor franceze*, Ed. Științifică și Enciclopedică, București, 1983.

R. Iordache, G. Scurtu, *Grammaire pratique du français. Le verbe*; Lotus Co, Craiova, 1994.

G.J. Ghide, *Conjugarea verbelor franceze*, Ed. Științifică și Enciclopedică, București, 1983.

Teaching language: French**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Verification**Name of course: OFFICE WORK****Number of credits: 4****Year/semester course: 1 semester course****Number of hours per week: 3****Number of weeks: 14**

Type of course: Complementary course

Learning objectives: The course dealing with office work refers to the activities of producing, distributing and exploiting the information from the perspective of office work, without substituting related disciplines: informatics, telecommunications etc.

Thematic areas (for topic illustration):

1. Ergonomics – an interdisciplinary science. The object of ergonomics. 2. Ergonomic aspects of the work methods: selection, registration, data processing and critical analysis of data.

Bibliography:

Mircea Zăvăleanu, *Management și comunicare*, vol. I și II, Editura Universitaria, Craiova, 2004.

Adrian Bogdam, Mircea Zăvăleanu, *Arhivistică și formularistică juridică*, Editura Universitaria, Craiova, 2004.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: ELECTORAL LAW

Number of credits: 3

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The students must understand the concepts of electoral law in relation to constitutional law and political institutions, in order to have an overview on the features and importance of the electoral system, of constitutional and legal norms regulating it, as well as the practical consequences that the electoral system has on the political and constitutional system as a whole.

Thematic areas (for topic illustration):

1. The notions of electoral law and electoral system. 2. The notion of democracy. Typologies related to citizen participation

Bibliography:

E. M. Nica, *Drept electoral*, Editura Sitech, Craiova, 2010.

D. C. Dănișor, *Drept constituțional și instituții politice*, vol. I - Teoria generală, C. H. Beck, București, 2007.

Gh. Iancu, Gh. Glăvan, *Sistemul electoral*, Ed. All Beck, București, 2005.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

**SPECIALIZATION
PUBLIC ADMINISTRATION
3rd YEAR**

Name of course: ADMINISTRATIVE DISPUTE**Number of credits:** 5**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Specialized course**Learning objectives:** To identify the parties and object of the action in administrative disputes; to enumerate the courts of administrative dispute; to describe the procedure of administrative dispute; to analyze the judgments of administrative dispute courts.**Thematic areas** (for topic illustration):

1. The administrative dispute – notion and regulatory framework. 2. The administrative dispute procedure.

Bibliography:Alexandru, I. (coordonator), *Drept Administrativ*, Brasov: Editura Omnia, 1999.Apostol Tofan, D., *Drept Administrativ, Tematica prelegerilor. Repere bibliografice*, București, Editura All Beck, 2003.Dănișor D.C., *Drept constituțional și instituții politice, vol 1, teoria generală, Tratat*, editura CH Beck, București 2007.Dogaru, I., *Teoria Generala a Dreptului*, Craiova: Editura Europa, 1996.Iorgovan, .A., *Tratat de Drept Administrativ*, vol I, Ediția 4, București, Editura All Beck, 2005.Manda, C., Manda, C.C., *Dreptul Colectivităților Locale*, Bucuresti: Editura Lumina Lex, 2005.Nedelcu, I., *Drept Administrativ*, Universitaria Craiova, 2001.Preda, M., *Curs de Drept Administrativ. Parte generala, cu sinteze tematice*, Bucuresti: Editura Calistrat Hogas, 1995.Prisăcaru, V. I., *Tratat de Drept Administrativ Roman*, Bucuresti: Lumina Lex, 2002.Prisăcaru, V.I., *Contenciosul administrativ român*, București, Ed.All Beck, 1998.Vedinas, V., *Drept Administrativ*, Bucuresti: Lumina Lex, 2004.**Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: AUTONOMOUS ADMINISTRATIVE AUTHORITIES****Number of credits:** 4**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Specialized course**Learning objectives:** Knowledge and appropriate use of the notions characterizing autonomous administrative authorities. Understanding of the place and role of autonomous administrative authorities. Knowledge of the of the action limits of autonomous administrative authorities in the Romanian legal system.**Thematic areas** (for topic illustration):

1. The emergence and historical evolution of autonomous administrative authorities . 2. The Romanian legal system and the institution of autonomous administrative authorities .

Bibliography :1. George Gîrleşteanu, *Autorități administrative autonome*, Ed. Universul Juridic, București, 2011.**Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: EUROPEAN COMMUNITY POLICIES****Number of credits:** 4**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 14**Type of course:** Specialized course**Learning objectives:** The students will be able: to establish the community policies lying at the basis of the development of the European Union; to distinguish between community policies; to establish the legal ground and characteristics of each community policy; to recognize the principles and purpose of each community policy; to propose legislative changes for compliance with the community acquis in various areas.**Thematic areas** (for topic illustration):

1. The European Union – an overview. 2. Community policies.

Bibliography:

Manolache O, *Tratat de drept comunitar*, Ediția 5, Ed. C.H. Beck, București, 2006.

Tratatul de la Paris.

Tratatul de la Bruxelles.

Tratatul de la Lisabona.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: TOWN PLANNING LAW

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives:

Thematic areas (for topic illustration):

Projects and regulations of town planning

a) Town planning projects

b) Town planning regulations

Town planning authorizations

Bibliography:

Mircea Duțu, *Dr. Urbanismului* Ed. 5, Universul Juridic, 2010

Oliviu Puie, *Reglementări juridice în materia amenajării teritoriului și a urbanismului*, Universul Juridic, 2010

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: LAND LAW

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The students must acquire the theoretical and practical knowledge of the institutions making the object of the course on land law within the general framework of civil law, so that they will be able to understand the issues related to the juridical regime of land in Romania, as well as notions of real estate publicity.

Thematic areas (for topic illustration):

1. The notion of land law. Definition, regulatory framework and sources. 2. Categories of land constituting the land fund. Classification

Bibliography:

Cristian Jora, *"Drept civil. Drepturile reale în noul cod civil"*, Editura Universul Juridic, București, 2012.

Marian Nicolae, *"Tratat de publicitate imobiliară"*, vol I și II, Editura Universul Juridic, București, 2006.

Matei Diaconu, Ilie Diaconu, *"Dreptul de folosință asupra terenurilor"*, Editura Universitaria, Craiova, 2002.

Radu I. Motica, Anton Trăilescu, *"Manual de drept funciar și publicitate imobiliară"*, Editura ALL Beck, București, 2001.

Sevastian Cercel, Anamaria Florea, *"Elemente de drept agrar și funciar. Legislație"*, Editura THEMIS, Fundația Europeană Titulescu, Filiala Craiova, 2000.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: TRANSPORT LAW

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Specialized course

Learning objectives: The students must understand the aspects characterizing the contracts of carriage, within the more general framework of civil and commercial law. The students can understand the complexity of the juridical relations making the object of transport law only by acquiring previous knowledge of the institutions and principles of this subject matter.

Thematic areas (for topic illustration):

1. Introductory notions – regulatory framework, classification; juridical features and juridical nature of the contract of carriage. 2. The contract for the carriage of goods in the new Romanian Civil Code

Bibliography:

Fl.A. Baias, E. Chelaru, R. Constantinovici, I. Macovei (coordonatori), *Noul Cod civil. Comentariu pe articole*, Ed. C. H. Beck, București, 2012, art. 1955-2008 Noul Cod civil.

A.G. Atanasiu, A. P. Dimitriu, A. F. Dobre, etc, *Noul Cod civil. Note. Corelații. Explicații*, Ed. C.H. Beck, București, 2011, art. 1955-2008 Noul Cod civil.

C. Stanciu, *Dreptul transporturilor*, Ed. C.H. Beck, București, 2008.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: FUNDAMENTAL FREEDOMS

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 14

Type of course: Fundamental course

Learning objectives:

Thematic areas (for topic illustration):

Bibliography:

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: ELEMENTS OF INTERNATIONAL PUBLIC AND PRIVATE LAW

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 12

Type of course: Specialized course

Learning objectives: To acquire fundamental knowledge of: the relation between International public law and human rights, International law on human rights etc.

Thematic areas (for topic illustration):

1. Introduction to international public law. 2. Fundamental principles of international public law, the historical evolution of human rights.

Bibliography:

Adrian Pricopi, Augustin Fuerea, *Drept internațional privat*, Editura Actami, București, 1999.

Alexandru Bolintineanu, Adrian Năstase, Bogdan Aurescu, *Drept internațional contemporan*, Editura All Beck, București, 2000.

Raluca Miga Beșteliu, *Drept internațional, Introducere în dreptul internațional public*, Editura ALL, București, 1998.

Marțian I Niciu, *Drept internațional public*, Editura Servosat, Arad, 1997.

Ionel Cloșcă, Ion Suceavă, *Drept internațional umanitar*, Casa de Editură și Presă Șansa, SRL, București, 1992.

Dumitra Popescu, Adrian Năstase, Florian Coman, *Drept internațional public*, Editura Șansa, București, 1994.

Adrian Pricopi, Augustin Fuerea – *Drept internațional public privat*, Note de curs, Editura Actami, București, 1997.

Dragos-Alexandru Sitaru – *Drept internațional privat*, Tratat, Editura Holding Reporter, București, 1996.

Tudor R. Popescu – *Drept internațional privat*, București, 1994.

Ion Filipescu – *Drept internațional privat*, Editura Didactică și Pedagogică, București.

Ion Filipescu – *Drept internațional privat*, Editura Proarcadia, București, 1993.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: EUROPEAN ADMINISTRATIVE REGULATIONS**Number of credits:** 4**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 12**Type of course:** Specialized course**Learning objectives:** To acquire knowledge of the fundamental notions of administrative law in the European Union.**Thematic areas** (for topic illustration):

1. Introductory notions. 2. The European administrative space.

Bibliography:*I. Tratat, cursuri, monografii*

Ioan Alexandru, Mihaela Cărăușan, Ilie Gorjan, Ivan Vasile Ivanoff, Cezar Corneliu Manda, Alina Livia Nicu, Crina Rădulescu, Cătălin Silviu Săraru

II. Bibliografie normativă

Codul european de bună conduită administrativă

Statutul funcționarilor instituțiilor Comunităților Europene și regimul juridic aplicabil altor categorii de agenți ai instituțiilor Uniunii Europene

Teaching language: Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: EMPLOYMENT AND SOCIAL SECURITY LAW****Number of credits:** 4**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 12**Type of course:** Specialized course**Learning objectives:** The students will acquire knowledge in the field of employment law, will become familiar with the employment regulatory framework and the protection of social security and social assistance rights, as well as the skills for approaching an employment litigation.**Thematic areas** (for topic illustration):

General view on employment law: definition, the object of employment law; the employment legal relation; the principles of employment law; the sources of employment law. 2. Collective employment law; Social dialogue; Employers; Trade unions; Representatives of employees. International employment law. EU employment law

Bibliography:Al. Ticlea – *Tratat de dreptul muncii*, Editura Universul Juridic, Bucuresti, 2007.Al. Ticlea (coord.) - *Codul muncii adnotat si comentat*, editia a II-a, Editura Lumina Lex, Bucuresti, 2006.C. Avram, P. Popescu, R. Radu – *Politici sociale*, Editura Alma, Craiova, 2006.Jean Pélissier, Alain Supiot, Antoine Jeammaud – *Droit du travail*, Précis Dalloz, Paris, 2006.N. Voiculescu – *Dreptul muncii. Reglementari interne si comunitare*, Editura WoltersKluwer, Bucuresti, 2007.O. Macovei - *Continutul contractului individual de munca*, Editura Lumina Lex, Bucuresti, 2004.O. Tinca – *Drept social comunitar. Drept comparat. Legislatie romana*, Editura Lumina Lex, Bucuresti, 2003.R. Radu – *Dreptul muncii. Considerații teoretice și practice*, Editura Alma, Craiova, 2006.V. Popa, Ondina Pana – *Dreptul muncii comparat*, Editura Lumina Lex, Bucuresti, 2003.Vasile Val Popa - *Dreptul muncii*, Editura All Beck, Bucuresti, 2004.**Teaching language:** Romanian**Evaluation:** Mid-semester evaluation 20% of the final grade + final evaluation**Type of evaluation:** Examination**Name of course: CONTRAVENTIONAL LAW****Number of credits:** 4**Year/semester course:** 1 semester course**Number of hours per week:** 3**Number of weeks:** 12**Type of course:** Specialized course

Learning objectives: Knowledge of the whole field of contraventional law from the perspective of didactic needs, as well as of the requirements for the presentation of theoretical notions and practical aspects. The students must understand the characteristics of contraventional law. Knowledge of this subject matter implies the knowledge of other law branches such as administrative law or criminal law. The students can understand the complexity of the legal relations making the object of contraventional law only by good knowledge of the principles and institutions of the previously mentioned disciplines.

Thematic areas (for topic illustration):

1. Introductory notions of contraventional law. 2. The contravention. 3. Contraventional sanctions

Bibliography:

Iulian Nedelcu, *Drept administrativ*, Editura Themis, Craiova, 2002.

Simona Cristea, Gabriela Bîrsan, *Contencios Administrativ*, Editura Universul Juridic, București, 2005.

Daniel Severin, *Răspunderea contravențională*, Editura Hamangiu, București, 2007.

Ovidiu Podaru, *Drept administrativ și contravențional*, Editura Sfera, București, 2006.

Constantin Drăghici, V. Drăghici, Adrian Iacob, *Drept contravențional*, Editura Tritonic, București.

Mihai Adrian Hotca, *Drept contravențional*, Editas, București, 2003.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: CIVIL PROCEDURE LAW

Number of credits: 5

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 12

Type of course: Specialized course

Learning objectives: The students will acquire knowledge of the juridical regime of cases brought before a court of law, of the principles governing the civil trial, by analyzing the practical aspects regarding the development of the trial before first instance courts and higher courts.

Thematic areas (for topic illustration):

1. Introduction to civil procedure law. 2. Fundamental principles of civil procedure law.

Bibliography:

Albu Ioan, *Dreptul familiei*, Editura Didactică și Pedagogică, București, 1975.

Albu I., I. Reghini, P.A. Szabo, *Înfierea*, Ed. Dacia, Cluj-Napoca, 1977.

Bacaci Alexandru, Codruța Hageanu, Viorica Dumitrache, *Dreptul familiei*, Editura AllBeck, București, 1999.

Baias Flavius, Marieta Avram, *Legislația familiei*, All, București, 1994.

Bénabent Alain, *Droit civil. La Famille*, Litec, Paris, 2000.

Ciutacu Florin, *Codul Familiei Român Adnotat*, Editura Themis Cart, Slatina 2004.

Cocoș Ștefan, *Dreptul familiei*, Lumina Lex, București, 2001.

Cornu Gérard, *Droit civil. La famille*, Montchrestien, Paris, 1993.

Dogaru I., Sevastian Cercel, Dan Claudiu Dănișor, *Întreținerea în contextul drepturilor fundamentale*, Editura Themis, Craiova, 2001.

Dogaru I., Sevastian Cercel, *Elemente de dreptul familiei*, Ed. Themis, Craiova, 2001.

Filipescu I.P., *Tratat de dreptul familiei*, AllBeck, București, 1999.

Filipescu I.P., Filipescu A., *Adopția. Protecția și promovarea drepturilor copilului*, Editura Universul Juridic, București 2005.

Ghimpu Sanda, Alexandru Jiclea, Constantin Tufan, *Dreptul securității sociale*, AllBeck, București, 1998.

Lupulescu D., *Dreptul de proprietate comună al soților*, Casa de editură și presă "Șansa" S.R.L., București, 1993.

Popescu T.R., *Dreptul familiei*, tratat, Editura didactică și pedagogică, București, 1965.

Pricopi Adrian, *Căsătoria în dreptul român*, Lumina Lex, București, 2000.

Soreată Marieta, *Dreptul Familiei*, Editura Universitaria, Craiova 2004.

Șerbănescu Scarlat, *Codul familiei, comentat și adnotat*, Editura științifică, București, 1963.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Examination

Name of course: HISTORY OF PUBLIC ADMINISTRATION

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 12

Type of course: Complementary course

Learning objectives: Acquiring knowledge of the main dates, events, regulations marking the evolution of Romanian public administration. Developing the ability to explain the regulations in force from the perspective of their historical evolution.

Thematic areas (for topic illustration):

1. Political institutions of the Geto-Dacians.. 2. Romanian feudal political institutions.

Bibliography:

Cernea E., Molcuț E., *Istoria statului și dreptului românesc*, Ed. Universul Juridic, București, 2005.

Chilom T., Otovescu C., *Istoria instituțiilor politice românești*, Ed. Universitaria, Craiova, 2003.

Oroveanu M. T., *Istoria dreptului românesc și evoluția instituțiilor constituționale*, Ed. Cerma, București, 1995.

Giurescu C.C., Giurescu C. D., *Istoria românilor*, Ed. Științifică, București, 1974.

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification

Name of course: ETHICS OF PUBLIC OFFICES

Number of credits: 4

Year/semester course: 1 semester course

Number of hours per week: 3

Number of weeks: 12

Type of course: Specialized course

Learning objectives:

Thematic areas (for topic illustration):

Bibliography:

Teaching language: Romanian

Evaluation: Mid-semester evaluation 20% of the final grade + final evaluation

Type of evaluation: Verification