

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	Business Administration in Foreign Languages
1.3. Departments	Department of Business Administration in foreign languages (UNESCO chair)
1.4. Field of study	Business Administration
1.5. Cycle of studies	Master Studies
1.6. Education type	Full-time
1.7. Study programme	Digital business and innovation
1.8. Language of study	English
1.9. Academic year	2024-2025

2. Information on the discipline

2.1. Name	Business process analysis and design								
2.2. Code	24.0295IF1.2-0004								
2.3. Year of study	1	2.4. Semester	2	2.5. Type of assessment	Exam	2.6. Status of the discipline	O	2.7. Number of ECTS credits	6
2.8. Leaders	C(C)	conf.univ.dr. CHINIE M ALEXANDRA CĂTĂLINA				catalina.chinie@fabiz.ase.ro			
	S(S)	lect.univ.dr. NEGRUȚIU R I CRISTIAN -TEODOR				cristian.negrutiu@fabiz.ase.ro			

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)	150.00
3.5. Total hours of individual study	108.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	35.00
Additional documentation in the library, on specialized online platforms and in the field	35.00
Preparation of seminars, labs, assignments, portfolios and essays	18.00
Tutorials	2.00
Examinations	3.00
Other activities	15.00

4. Prerequisites

4.1. of curriculum	Basic knowledge of business management
4.2. of competences	Using adequate problem solving methods

5. Conditions

for the C(C)	The lectures will be held in a room equipped with teaching multimedia and connected to the internet.
for the S(S)	The lectures will be held in a room equipped with teaching multimedia and connected to the internet.

6. Acquired specific competences

PREFESSIONAL	C1	
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7. Objectives of the discipline

7.1. General objective	The course aims to provide students with a comprehensive understanding of business processes and their management within organizational contexts. It equips students with the knowledge and skills to model, analyze, design, improve, and automate business processes.
7.2. Specific objectives	<ul style="list-style-type: none"> • Understand Fundamental Concepts of Business Processes and BPM • Develop Proficiency in Business Process Modelling • Analyze and Evaluate Business Processes • Design and Improve Business Processes • Implement Process Monitoring and Performance Measurement • Explore and Apply Robotic Process Automation (RPA)

8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Introduction into Business Processes	Presentation, debate, analysis	Business Process Management, Weske, pp. 11-21
2	Lifecycle and classification of business processes	Presentation, debate, analysis	Business Process Management, Weske, pp. 39-57
3	Enterprise System Architecture	Presentation, debate, analysis	Business Process Management, Weske, pp. 77-128
4	Introduction to Business Process Modelling	Presentation, debate, analysis	Business Process Management, Weske, pp. 267-294
5	Data and Decisions for Process Modelling	Presentation, debate, analysis	
6	Properties of Business Processes	Presentation, debate, analysis	
7	Business Process Analysis	Presentation, debate, analysis	
8	Business Process Mining	Presentation, debate, analysis	
9	Business Process Design	Presentation, debate, analysis	
10	Business Process Improvement & Reengineering	Presentation, debate, analysis	
11	Business process Monitoring	Presentation, debate, analysis	
12	Robotic Process Automation - part I	Presentation, debate, analysis	
13	Robotic Process Automation - part II	Presentation, debate, analysis	
14	Review	Presentation, debate, analysis	

Bibliography

- Mathias Weske, Business Process Management, Springer, Potsdam, 2024, Germania

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Business Process Mapping exercise	Team exercise	
2	Business Process Mining case study	Case study, debate	
3	Business Process Design case study	Case study, debate	
4	Business Process Improvement case study	Case study, debate	
5	Robotic Process Automation exercise	Team exercise	
6	Robotic Process Automation exercise	Team exercise	
7	Robotic Process Automation exercise	Team exercise	

Bibliography

- Mathias Weske, Business Process Management, Springer, Potsdam, 2024, Germania

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 course content was correlated with local and international business requirements during various professional meetings and debates where the Lecturer took part.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. C(C)	Ex officio	Exam attendance	10.00
10.2. S(S)	Active participation during course and seminar	Number of contributions in class	20.00
10.3. S(S)	Team project	Project evaluation	20.00
10.4. Final assessment	Summative assessment	Written exam	50.00
10.5. Modality of grading	Whole notes 1-10		
10.6. Minimum standard of performance	Obtaining a grade of minimum 5		

Date of listing,
03/05/2025

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,