



SYLLABUS

Academic year 2024-2025

1. Information regarding the programme

1.1. Higher education institution	Universitatea Babeş-Bolyai
1.2. Faculty	Faculty of Business
1.3. Department	Business
1.4. Field of study	Business Administration
1.5. Study cycle	Master
1.6. Study programme / Qualification	ADMINISTRAREA AFACERILOR ÎN OSPITALITATE ŞI TURISM INTERNATIONAL (cu predare în limba engleză)

2. Information regarding the course

2.1. Name of the course	Management of Organizations and Business Security						
2.2. Code	IME0075						
2.3. Course coordinator	Raul-Ciprian Dăncuță, PhD.						
2.4. Seminar coordinator	Raul-Ciprian Dăncuță, PhD.						
2.5. Year of study	2	2.6. Semester	1	2.7. Type of evaluation	C	2.8. Type of course	elective

3. Total estimated time (hours/semester of didactic activities)

3.1. Hours per week	2	Of which: 3.2. lecture	1	3.3 seminar/laboratory	1
3.4. Total hours in the curriculum	28	Of which: 3.5. lecture	14	3.6. seminar/laboratory	14
Time allotment:					hours
Learning using manual, course support, bibliography, course notes					13
Additional documentation (in libraries, on electronic platforms, field documentation)					15
Preparation for seminars/labs, homework, papers, portfolios and essays					15
Tutorship					2
Evaluations					2
Other activities:					6
3.7. Total individual study hours					47
3.8. Total hours per semester					75
3.9. Number of ECTS credits					3

4. Prerequisites (if necessary)

4.1. curriculum	
4.2. competencies	

5. Conditions (if necessary)

5.1. for the course	Classroom equipped with multimedia projector, computer, Internet connection, installed software packages.
5.2. for the seminar /lab activities	Laboratory equipped with multimedia projector, Internet connection, networked computers



Specific competencies acquired

Professional competencies	<ul style="list-style-type: none"> • Knowledge and understanding of the main paradigms related to the security of organizations and businesses. • Knowledge of all security aspects that can affect the processes and infrastructure of an organization. • Acquiring a solid theoretical and practical basis regarding the identification and assessment of security risks • Acquiring skills in issuing requirements to ensure the security of organizations and businesses in accordance with the needs of organizations but also legal provisions
Transversal competencies	<ul style="list-style-type: none"> • Professional communication skills: clear, concise, verbal and written description of professional results. • Honourable, ethical behavior, compliance with professional ethics. • Applying the rules of organized and efficient work, responsibility and seriousness towards the work done both individually and in the team. • Spirit of initiative, entrepreneurship; operating with economic knowledge, continuous learning;

6. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	<p>Understanding the fundamental and legal aspects of organization, human resources and management in the field of organization security;</p> <p>Understanding the activities that must be undertaken to ensure business security;</p> <p>Familiarization with good practices and errors that can intervene in risk management activity.</p> <p>Familiarization with the realization methodologies a security audit.</p>
7.2. Specific objective of the course	<p>The promotion of the discipline must allow the master's student to:</p> <ul style="list-style-type: none"> • know and present the sectors of organizational security; • be able to establish measures to ensure physical security; • understand and apply methods of ensuring information security, personal data protection and document security; • be able to identify security vulnerabilities and threats to an organization and/or business and assess the security risk using at least one of the established methods; • understand the security challenges posed by staff; • be able to establish security treatments for each identified security risk; • can draft a security procedure; • be able to perform and present a risk assessment.



7. Content

8.1 Curs	Metode de predare	Observații
1: Theoretical and practical aspects regarding security. Security of organizations and businesses from necessity to legal imposition: - Physical security; - Personnel security; - Occupational safety and health; - Firefighting and fire prevention.	Lecture, explanation	1 lesson (2 hours)
2: Information is an essential asset for any type of organization and business. From information theory to information security: - Confidentiality and Information security - Personal data protection - Documents security - Classified information security.	Lecture, explanation	1 lesson (2 hours)
3: Implementation of information and documents security systems: - Cyber Security. - INFOSEC, COMSEC, etc.;; - The electronic archive.	Lecture, explanation	1 lesson (2 hours)
4. Other sectors of organization security: - the security of the essential infrastructure. - the security of critical infrastructures. - environment protection. - preventing and combating corruption; - compliance and integrity.	Lecture, explanation	1 lesson (2 hours)
5. Identifying security risks - from theory to practice: - Vulnerabilities, threats, security risks; - Security risk assessment techniques and methods. - Security risk management: strategy, monitoring, review.	Lecture, explanation	1 lesson (2 hours)
6. Business Intelligence – tool for ensuring organization and business security. - Competitive Intelligence; - Counter Competitive Intelligence.	Lecture, explanation	1 lesson (2 hours)
7. Current management of organization and business security: - Ensuring security with own forces and means; - Outsourcing organization and business security.	Lecture, explanation	1 lesson (2 hours)
Bibliografy <i>Risk Assessment and Mapping Guidelines</i> , Commission Staff Working Paper, European Commission, SEC(2010) 1626 final, Brussels, 2010 <i>Convergent Security Risks in Physical Security Systems and IT Infrastructures</i> , The Alliance for Enterprise Security Risk Management, Virginia 2010 <i>General Security Risk Assessment</i> , ASIS International Guideline, Alexandria, Virginia 2003 <i>Business Continuity Guideline: A Practical Approach for Emergency Preparedness, Crisis Management, and Disaster Recovery</i> , ASIS International, 2005		



BUSINESS CONTINUITY MANAGEMENT GUIDELINES, Second Edition, WESTERN AUSTRALIAN GOVERNMENT, July 2009
METODOLOGIE DE MANAGEMENT AL RISCURILOR, Secretariatul General al Guvernului României, 2018, *Programul Operațional Capacitate Administrativă cofinanțat de Uniunea Europeană, din Fondul Social European*
 BRODER, James F., *Risk Analysis and the Security Survey*, THIRD EDITION, Elsevier's Science & Technology Rights Department in Oxford, UK, 2006
 DEMPSEY, John S. *Introduction to Private Security*, Second Edition, Wadsworth, Cengage Learning, 2011
 HESS, Karen M., *Introduction to Private Security*, Fifth Edition, Wadsworth, Cengage Learning, 2009
 LANDOLL, Douglas J., *THE SECURITY RISK ASSESSMENT HANDBOOK A Complete Guide for Performing Security Risk Assessments*, Auerbach Publications Taylor & Francis Group, Boca Raton, FL 2006
 MANASIA Eugen, *ABC-ul securității private*, Editura Olimpus, Galați, 2019
 NORMAN, Thomas L., *Risk Analysis and Security Countermeasure Selection*, CRC Press, Taylor and Francis Group, Boca Raton, London, New York, 2010
 Specific legislation – articles indicated for each individual topic

8.2 Seminar / laborator	Metode de predare	Observații
1. Presentation of the discipline from the perspective of relevance, competences and proposed objectives. Presentation of the didactic requirements for both the course and the seminar, the responsibilities for the whole semester, and the work tasks. Methodological indications for approaching the discipline. Case study: Interpretation of any type of organizational and entrepreneurial activity from the perspective of security	Debate, Case study	1 seminar (2 hours)
2. Establishing information needs in an organization. Identifying business information needs. <i>Exercise 1: Making a list of information needs for an organization or business</i>	Debate, presentation of models	1 seminar (2 hours) Teaching exercise at the next scheduled meeting. It is a compulsory subject in the individual portfolio.
3. Vulnerabilities, risks and threats to the security of information and documents. Case study with relevance to information security and IT systems: Panama Papers, Wikileaks, Edward Snowden, etc.	Debate	1 seminar (2 hours)
4. Debate: Ensuring occupational safety and health in the workplace. Firefighting and fire prevention challenges and realities.	Debate, presentation of models, Case study	1 seminar (2 hours)
5. The Delphi method of security risk assessment. Addressing security risks. <i>Exercise 2: Make a list of vulnerabilities, risks and security threats of an organization or business. The establishment of security treatments necessary to reduce the identified security risks.</i>	Debate, presentation of models, Case study	1 seminar (2 hours) Teaching exercise at the next scheduled meeting. It is a compulsory subject in the individual portfolio.
6. Drafting of a security procedure <i>Exercise 3: Carrying out a security procedure - of your choice.</i>	Explanation, debate, presentation of models	1 seminar (2 hours) Teaching exercise at the next scheduled meeting. It is a compulsory subject Team work (2-3 students)



7. Debate: Organizational security internal department or outsourcing? External audit vs internal audit? Occupations and objects of activity for companies in the field of organization and business security	debate	1 seminar (2 hours)
<p>Bibliografy</p> <p><i>Risk Assessment and Mapping Guidelines</i>, Commission Staff Working Paper, European Commission, SEC(2010) 1626 final, Brussels, 2010</p> <p><i>Convergent Security Risks in Physical Security Systems and IT Infrastructures</i>, The Alliance for Enterprise Security Risk Management, Virginia 2010</p> <p><i>General Security Risk Assessment</i>, ASIS International Guideline, Alexandria, Virginia 2003</p> <p><i>Business Continuity Guideline: A Practical Approach for Emergency Preparedness, Crisis Management, and Disaster Recovery</i>, ASIS International, 2005</p> <p><i>BUSINESS CONTINUITY MANAGEMENT GUIDELINES</i>, Second Edition, WESTERN AUSTRALIAN GOVERNMENT, July 2009</p> <p><i>METODOLOGIE DE MANAGEMENT AL RISCURILOR</i>, Secretariatul General al Guvernului României, 2018, <i>Programul Operațional Capacitate Administrativă cofinanțat de Uniunea Europeană, din Fondul Social European</i></p> <p>BRODER, James F., <i>Risk Analysis and the Security Survey</i>, THIRD EDITION, Elsevier's Science & Technology Rights Department in Oxford, UK, 2006</p> <p>DEMPSEY, John S. <i>Introduction to Private Security</i>, Second Edition, Wadsworth, Cengage Learning, 2011</p> <p>HESS, Karen M., <i>Introduction to Private Security</i>, Fifth Edition, Wadsworth, Cengage Learning, 2009</p> <p>LANDOLL, Douglas J., <i>THE SECURITY RISK ASSESSMENT HANDBOOK A Complete Guide for Performing Security Risk Assessments</i>, Auerbach Publications Taylor & Francis Group, Boca Raton, FL 2006</p> <p>MANASIA Eugen, <i>ABC-ul securității private</i>, Editura Olimpus, Galați, 2019</p> <p>NORMAN, Thomas L., <i>Risk Analysis and Security Countermeasure Selection</i>, CRC Press, Taylor and Francis Group, Boca Raton, London, New York, 2010</p> <p>Specific legislation – articles indicated for each individual topic</p>		

8. Corroborating the content of the course with the expectations of the epistemic community, professional associations and representative employers within the field of the program

- The discipline was developed in accordance with the papers in the field, published in the country and abroad;
- Some topics in the discipline include relevant issues, which are the subject of concerns of relevant institutions or national and international scientific conferences, including debates in national and international journals;
- The thematic content is closely related to the practical activities carried out within the organizations of private security specialists

9. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation method	10.3 Pondere din nota finală
10.4 Course	1. logical coherence, fluency, expressiveness, strength of argument; 2. the ability to operate with the assimilated	Oral support of a risk assessment (Delphi method). The master's student will also answer questions related to the theoretical content of the discipline in relation	45% of the final grade



	<p>knowledge in complex intellectual activities, in conditions of stress and reduced time;</p> <p>3. the ability to apply the learned knowledge in practice;</p> <p>4. capacity for analysis, personal interpretation, originality, creativity;</p> <p>5. the degree of assimilation of the specialized language and the communication capacity.</p>	<p>to the evaluation prepared.</p>	
10.5 Seminar/lab activities	<p>1. the ability to operate with the knowledge assimilated in complex intellectual activities in conditions of stress and reduced time;</p> <p>2. the ability to apply the learned knowledge in practice;</p> <p>3. capacity for analysis, personal interpretation, originality, creativity;</p>	<p>Preparation of an individual portfolio consisting of: Exercises 1, 2 and 3 - written paper and oral support in seminars - is taught at the last seminar in revised form after the feedback received</p>	25% of the final grade
	<p>1. the ability to work in a team</p> <p>2. the ability to operate with the knowledge assimilated in complex intellectual activities, in conditions of stress and reduced time;</p>	<p>Preparation of a team portfolio consisting of: Exercises 4,5 and 6 - written writing and oral support in seminars - is taught at the last seminar in revised form after the feedback received</p>	20% of the final grade



	3. the ability to apply the learned knowledge in practice.		
Note:	The formula for calculating the final grade is the same in the session of increases and arrears.		
10.6. Standard minim de performanță			
<ul style="list-style-type: none">• writing and presenting materials from the portfolio;• writing and presenting the risk assessment on an imposed topic;• the documents and the answers to the questions do not contain serious mistakes that demonstrate a superficial knowledge of the content of the subject.			

Date 20.04.2024	Course coordinator Raul-Ciprian Dăncuță, PhD	Seminar coordinator Raul-Ciprian Dăncuță, PhD
Date of approval 22.05.2024	Head of department Conf. dr. Marius Bota	