

SYLLABUS
Academic year 2021-2022
Year of study III / Semester II

1. Information on academic programme

1.1. University	“1 Decembrie 1918” University of Alba Iulia
1.2. Faculty	Faculty of Economics
1.3. Department	Business Administration and Marketing
1.4. Field of Study	Business Administration
1.5. Cycle of Study	Undergraduate
1.6. Academic programme / Qualification	Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Economic performance planning, control and reporting specialist

2. Information of Course Matter

2.1. Course		Human Resources Management		2.2. Code		BA 322	
2.3. Course Leader				Teaching Assist. PhD Nichita Ramona-Anca			
2.4. Seminar Tutor				Teaching Assist. PhD Nichita Ramona-Anca			
2.5. Academic Year	III	2.6. Semester	II	2.7. Type of Evaluation (E – final exam/C-examination /VP)	E	2.8. Type of course (C– Compulsory, Op – optional, F - Facultative)	C

3. Course Structure (Weekly number of hours)

3.1. Weekly number of hours	3	3.2. course	2	3.3. seminar, laboratory	1
3.4. Total number of hours in the curriculum	42	3.5. course	28	3.6. seminar, laboratory	14
Allocation of time:					hours
Individual study of readers					10
Documentation (library)					9
Home assignments, Essays, Portfolios					12
Tutorials					-
Assessment (examinations)					2
Other activities					-

3.7 Total number of hours for individual study	33
3.8 Total number of hours in education plan	42
3.9 Total number of hours per semester	75
3.10 Number of credits	3

4. Prerequisites (*where applicable*)

4.1. about curriculum	<i>Courses from previous semesters: e.g. Management</i>
4.2. about competences	<i>Competences provided by the above mentioned courses: e.g. Organisation structure</i>

5. Requisites (*where applicable*)

5.1. course-related	Classroom with video projector/board
5.2. seminar/laboratory-based	Classroom with video projector/board

6. Specific competences to be acquired (chosen by the course leader from the programme general competences grid)

Professional competences	<p>C1. Knowledge and understanding of the fundamental concepts, theories and methods in the field and specialty area; adequate use in the professional communication;</p> <p>C1.1. Description of the economic paradigms, concepts and theories about the influence of external environment on enterprise/organization</p> <p>C2.1. Identification of the concepts and economic theories associated to the enterprise</p> <p>C3.1. Identification of the economic implications associated to a unit functioning and administration in an enterprise/organization</p> <p>C4.1. Identification and description of the concept of planning, organization, coordination and control of human resource activity</p> <p>C5.1. Description of the concepts, theories and methodologies for database administration specific to the field of business administration</p> <p>C2. Use of the fundamental knowledge in order to explain and interpret various types of concepts, situations, processes, projects, etc. associated to the field</p> <p>C1.2. Explanation and interpretation of the relation of economic influence of external environment on enterprise/organization</p> <p>C2.2. The explanation and interpretation of the relations between the enterprise/organization entities</p> <p>C3.2. Explanation and interpretation of the social and economic implications associated to a unit functioning and administration in an enterprise/organization unit</p> <p>C4.2. Explanation and interpretation of the concept of planning, organization, coordination and control of human resource activity</p> <p>C5.2. Quantitative and qualitative explanation and interpretation of the items of information from databases</p> <p>C3. Application of fundamental problem solving methods and principles for well defined, typical situations in the field, with qualified assistance</p> <p>C1.3. The application of adequate tools for the analysis of the influence exerted by the external environment upon enterprise/organization</p> <p>C2.3. Application of adequate tools in solving problems about the relations between the enterprise/organization units</p> <p>C3.3. Application of specific tools in the analysis of an enterprise/organization unit functioning</p> <p>C4.3. The problem solving process for specific situations in human resource activity: recruitment, selection, motivation, salary, work program, forming</p> <p>C5.3. Application of adequate tools for specific data analysis in the field of business administration</p> <p>C5. Drawing up of projects with methods and principles in the field</p> <p>C1.5. Drawing up of a research project about the influence of external environment on enterprise/organization</p> <p>C2.5. Drawing up of an analysis about the relations with economic implications between the enterprise/ organization units</p> <p>C3.5. Drawing up of a study about an enterprise/organization unit functioning and administration</p> <p>C4.5. Project substantiation in human resource recruitment, selection, motivation, and payment in the field of business administration</p> <p>C5.5. Drawing up of a research project associated to the field of business administration with specific databases</p>	
Transversal competences	TC1 Application of norms and principles of business ethics within one's own rigorous, efficient and responsible work strategy	-

7. Course objectives (per programme specific competences grid)

7.1 General objectives of the course	<i>To develop the students' capacity to use quality management instruments efficiently and correctly</i>
7.2 Specific objectives of the course	<ul style="list-style-type: none"> - <i>To transmit the theoretical and methodological fundamentals in the field of human resource management</i> - <i>To present the concepts, relations, techniques, and procedures specific to the field of human resource management</i> - <i>To form practical skills and work abilities specific to the adequate and systematic use of the instruments employed in human resource management</i>

8. Course contents

8.1 Course	Teaching methods	Observations
1. <i>Content, aim, and type of activities in the field of human resource management</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
2. <i>Strategic planning of human resources</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
3. <i>Staff motivation</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
4. <i>Job description and analysis</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
5. <i>Human resource recruitment</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
6. <i>Human resource selection</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
7. <i>Professional training and career development</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
8. <i>Professional integration</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
9. <i>Staff reward</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
10. <i>Leadership in company management</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
11. <i>Career management</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
12. <i>Communication and human resources</i>	<i>Lecture, presentation, discussions</i>	<i>2 hours</i>
13. <i>Decision-making process</i>	<i>Lecture, presentation, discussions</i>	<i>4 hours</i>

8.2 Bibliography

1. Achim, Moise Ioan & Dragolea, Larisa (2011). *Managementul resurselor umane: Sinteze și teste grilă*. Alba Iulia: Aeternitas.
2. Cindrea, Ioan (2008). *Managementul resurselor umane*. Sibiu: Editura Universității „Lucian Blaga”.
3. Daniels, Aubrey C. (2007). *Managementul performanței: Strategii de obținere a rezultatelor maxime de la angajați*. Iași: Polirom.
4. Dragolea, Larisa. *Managementul resurselor umane*, Suport de curs (format electronic). Biblioteca Universității „1 Decembrie 1918” din Alba Iulia.
5. Hinescu, Arcadie, Hinescu, Eugen Mihail & Ureche, Maria (2010). *Managementul resurselor umane*. Cluj-Napoca: Napoca Star.
6. Lefter, Viorel (Coord.) & Deaconu, Alexandrina (2008). *Managementul resurselor umane: Teorie și practică*. București: Economică.
7. Manole, Cristina (2006). *Managementul resurselor umane în administrația publică*. București: ASE.
8. Nicolescu, Ovidiu (Coord.) (2004). *Managerii și managementul resurselor umane*. București: Economică.
9. Schiopoiu Burlea, Adriana (2008). *Managementul resurselor umane*. Craiova: Universitaria.
10. Vagu, Paraschiv & Stegăroiu, Ion (2007). *Motivarea în muncă. De la teorie la practică*. Târgoviște: Bibliotheca.

11. ***HR Manager journal, available online at: hrmanageronline.ro

Seminar-lab		
1. <i>Human resource management – concept presentation</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
2. <i>Theories of motivation - presentation</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
3. <i>Job description</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
4. <i>Recruitment process – presentation and examples</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
5. <i>Selection process – presentation and examples</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
6. <i>Personal career management</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>
7. <i>The role of integration and forms of professional integration</i>	<i>Conversation, examples, team work, role play</i>	<i>2 hours</i>

8. Bibliography

1. Cartright, Susan (Ed.) (2005). *The Blackwell encyclopedia of management: Human resource management*. Vol. V, 2nd ed. Oxford: Wiley.
2. Jones, Gareth R. (2001). *Organizational theory. Text and cases*. New Jersey: Prentice Hall.
3. Zlate, Mielu (2004). *Leadership și management*. Iași: Polirom.
4. Noe, Raymond A. & Hollenbeck, John R. (1996). *Human resource management: Gaining a competitive advantage*. McGraw-Hill.
5. West, Michael A. (2004). *Effective teamwork: Practical lessons from organizational research*. Malden: Blackwell.
6. www.springerlink.com
7. www.journals.cambridge.org
8. <http://isiknowledge.com>
9. www.jstor.org

9. Corroboration of course contents with the expectations of the epistemic community’s significant representatives, professional associations and employers in the field of the academic programme

The course content is adapted to the present legislative framework and might contribute to the forming of specialists in the field of human resource management. The course content meets the employees’ current practical needs.

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight of the final grade
10.4 Course	<i>Final assessment</i>	<i>Written exam</i>	70%
	-	-	-
10.5 Seminar	<i>Continuous assessment</i>	<i>Seminar activities portfolio</i>	30%
	-	-	-
10.6 Minimum performance standard: Obtaining minimum 5 (five).			
<i>C1. Knowledge and understanding of the fundamental concepts, theories and methods in the field and speciality area; C5. Drawing up professional projects with methods and principles acknowledged in the field.</i>			

Fill in date
03.09.2021

Course leader's signature,
Teaching Assist. PhD Nichita Ramona-Anca

Seminar tutor's signature,
Teaching Assist. PhD Nichita Ramona-Anca

Approval date in department
03.09.2021

Department director's signature,
Lecturer PhD Maican Silvia