

# 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	Business Administration
1.8. Language of study	English
1.9. Academic year	2019-2020

## 2. Information on the discipline

2.1. Name	<b>Human resources management</b>								
2.2. Code	<b>19.0254IF2.1-0001</b>								
2.3. Year of study	<b>2</b>	2.4. Semester	<b>1</b>	2.5. Type of assessment	<b>Test</b>	2.6. Status of the discipline	<b>O</b>	2.7. Number of ECTS credits	<b>8</b>
2.8. Leaders	C(C)	<b>conf.univ.dr. STAMULE Tanase</b>					tanase.stamule@fabiz.ase.ro		
	C(C)	<b>cadrul did. asoc. MIHNEA A ANDREEA MARIA</b>					andreeamariamihnea@gmail.com		
	S(S)	<b>cadrul did. asoc. MIHNEA A ANDREEA MARIA</b>					andreeamariamihnea@gmail.com		
	C(C)	<b>Asociat dr. POINT SEBASTIEN</b>							

## 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)	200.00
3.5. Total hours of individual study	158.00
<i>Distribution of time for individual study</i>	
Study by the textbook, lecture notes, bibliography and student's own notes	25.00
Additional documentation in the library, on specialized online platforms and in the field	15.00
Preparation of seminars, labs, assignments, portfolios and essays	30.00
Tutorials	13.00
Examinations	50.00
Other activities	25.00

#### 4. Prerequisites

4.1. of curriculum	good level of Business Management knowledge
4.2. of competences	

#### 5. Conditions

for the C(C)	Lectures are held in rooms provided with Internet connection and multimedia teaching equipment
for the S(S)	Seminars are held in rooms provided with Internet connection

#### 6. Acquired specific competences

	C4	Develop and implement methods that ensure the attraction, development and loyalty of human resources.
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#### 7. Objectives of the discipline

7.1. General objective	To introduce students to the contemporary issues of Human Resource Management
7.2. Specific objectives	Providing an integrated vision Development of knowledge and skills necessary for critical analysis of ru methods and techniques used by the organization Developing knowledge and skills needed to provide alternative solutions aimed at improving or correcting the company's present situation

#### 8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Introductory lecture	lecture	
2	Human Resource Management and its importance for the organization's success	lecture and debate	
3	Recruitment process	lecture and debate	
4	Screening and selecting employees	lecture and debate	
5	Providing training	lecture and debate	
6	Employees motivation	lecture and debate	
7	Employees' evaluation and performance appraisal	lecture and debate	
8	Reward management, compensation and benefits	lecture and debate	
9	Successful communication and its influence on the organization success	lecture and debate	
10	The work environment: teamwork and teambuilding	lecture and debate	
11	Conflict management	lecture and debate	
12	Career management - part I	lecture and debate	
13	Career management - part II	lecture and debate	
14	Review	debate	

***Bibliography***

- Ghinea, V.M., Conducting the company. Human Resource Management cours, Bren, Bucuresti, 2011, România
- Dessler, G.A., A Framework for Human Resource Management, Pearson, Bucuresti, 2004, Statele Unite ale Americii

8.2. S(S)		Teaching/Work methods	Recommendations for students
1	Recruitment and selection process	debate, questioning, exercises, self-activity	
2	Training	debate, questioning, exercises, self-activity	
3	Employees' motivation	debate, questioning, exercises, self-activity	
4	Successful communication	debate, questioning, exercises, self-activity	
5	Employees' evaluation	debate, questioning, exercises, self-activity	
6	Conflict management	debate, questioning, exercises, self-activity	
7	Career management	debate, questioning, exercises, self-activity	

***Bibliography***

- Ghinea, V.M., Conducting the company. Human Resource Management seminars, Bren, Bucuresti, 2011, România
- Dessler, G.A., A Framework for Human Resource Management, Pearson, Bucuresti, 2014, Statele Unite ale Americii

**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**

Several HR specialists are invited for highlighting some practical aspects that the business environment faces

## 10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Seminar written assignment (project), and active participation	the value of the project, and the frequency and consistency interaction in classes	40.00
10.2. S(S)	Ex officio		10.00
10.3. Final assessment	case studies / open questions / multiple choices		50.00
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	Getting 5 (five) points		

Date of listing,  
06/06/2020

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,