

# 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	Licence
1.6. Education type	Full-time
1.7. Study programme	Business Administration (in English language)
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>19.0153IF3.1-0004</b>								
2.3. Year of study	<b>3</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>5</b>
2.8. Leaders	C(C)	<b>conf.univ.dr. GHINEA Valentina-Mihaela</b>				valentina.ghinea@fabiz.ase.ro			
	S(S)	<b>Asociat dr. CANTARAGIU G RAMONA ELENA</b>				ramona_cantaragiu@yahoo.com			
	S(S)	<b>conf.univ.dr. GHINEA Valentina-Mihaela</b>				valentina.ghinea@fabiz.ase.ro			

## 3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	4.00	of which	
		C(C)	2.00
		S(S)	2.00
3.3. Total hours from curriculum	56.00	of which	
		C(C)	28.00
		S(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	125.00		
3.5. Total hours of individual study	69.00		
<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	12.00		
Tutorials	5.00		
Examinations	2.00		
Other activities	10.00		

#### 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 with internet access and multimedia teaching equipment
for the S(S)	Seminars are held in rooms with internet access

#### 6. Acquired specific competences

PFESSIONAL	C3	Administration of a subunit from the business/organization structure
PFESSIONAL	C4	Assistance with human resources management

#### 7. Objectives of the discipline

7.1. General objective	To introduce students to the contemporary issues of Human Resource Management
7.2. Specific objectives	To assist students to integrate into their thinking the understanding of all factors that affect the management of human resources in organizations To develop knowledge and skills to critically analyze the HR methods and techniques that organizations currently use To develop knowledge and skills to provide relevant alternative solutions for improving or correcting the current situation of an organization.

#### 8. Contents

8.1. C(C)		Teaching/Work methods	Recommendations for students
1	Introductory lecture	lecture	
2	Human Resource Management and its importance for a company'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 process and its influence on the organization success	lecture and debate	
10	The work environment: team work and teambuilding	lecture and debate	
11	Conflict management	lecture and debate	
12	Career management	lecture and debate	
13	Leadership	debate	
14	Review	debate	

***Bibliography***

- Ghinea, V.M., Conducting the company. Human Resource Management cours, Bren, Bucuresti, 2014, România
- Dessler, G, 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 process	Interactions with students: debate, questioning, exercises, self-activity	
2	Selection process	Interactions with students: debate, questioning, exercises, self-activity	
3	Training	Interactions with students: debate, questioning, exercises, self-activity	
4	Employees' motivation	Interactions with students: debate, questioning, exercises, self-activity	
5	Successful communication	Interactions with students: debate, questioning, exercises, self-activity	
6	Employees' evaluation	Interactions with students: debate, questioning, exercises, self-activity	
7	Conflict management	Interactions with students: debate, questioning, exercises, self-activity	
8	Career management	Interactions with students: debate, questioning, exercises, self-activity	
9	Debate on current HR trends/issues	Interactions with students: debate, questioning, exercises, self-activity	
10	Project Presentation	Interactions with students: debate, questioning, exercises, self-activity	
11	Project presentation	Interactions with students: debate, questioning, exercises, self-activity	
12	Project presentation	Interactions with students: debate, questioning, exercises, self-activity	
13	Project presentation	Interactions with students: debate, questioning, exercises, self-activity	
14	Review	Interactions with students: debate, questioning, exercises, self-activity	
<p><b><i>Bibliography</i></b>  - Ghinea, V.M., Conducting the company. Human Resource Management seminars, Bren, Bucuresti, 2011, România</p>			

**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 during courses 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. C(C)	Midterm test	multiple choice questions	10.00
10.2. S(S)	Team written assignment (team project) and active participation	the value of the project and frequency and consistency interaction in classes	40.00
10.3. Final assessment	multiple choice questions	multiple choice questions	50.00
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	obtaining the grade 5 after adding the exam grade with the seminar and midterm grade grades below 5 are not rounded a minimum of 5 seminar attendances to be allowed to take the exam attempts to copy/plagiarize result in 0 (for the project, test and the exam)		

Date of listing,  
08/08/2022

Signature of the discipline leaders,

Date of approval in the  
department

Signature of the Department Director,