

Syllabus

1. Programme information

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|------------------------|--|
| 1.1. Institution | THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES |
| 1.2. Faculty | Business Administration in Foreign Languages |
| 1.3. Departments | Department of Business Administration (UNESCO) |
| 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 | 2018-2019 |

2. Information on the discipline

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|--------------------|-----------------------------------|---|----------|-------------------------|-------------|-------------------------------|-------------------------------|-----------------------------|----------|
| 2.1. Name | Human resources management | | | | | | | | |
| 2.2. Code | 18.0254IF2.1-0001 | | | | | | | | |
| 2.3. Year of study | 2 | 2.4. Semester | 1 | 2.5. Type of assessment | Test | 2.6. Status of the discipline | O | 2.7. Number of ECTS credits | 8 |
| 2.8. Leaders | C(C) | conf.univ.dr. GHINEA Valentina-Mihaela | | | | | valentina.ghinea@fabiz.ase.ro | | |
| | S(S) | cadrul did. asoc. MIHNEA A ANDREEA MARIA | | | | | andreeamariamihnea@gmail.com | | |

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 | 40.00 | | |
| Additional documentation in the library, on specialized online platforms and in the field | 38.00 | | |
| Preparation of seminars, labs, assignments, portfolios and essays | 30.00 | | |
| Tutorials | 10.00 | | |
| Examinations | 10.00 | | |
| Other activities | 30.00 | | |

4. Prerequisites

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

5. Conditions

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| 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

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

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|--------------------------|---|
| 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 the organizational factors interconnection. 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 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 | lecture and debate | |
| 13 | Career management | 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

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. Final assessment | case studies / open questions / multiple choices | | 60.00 |
| 10.3. Modality of grading | Whole notes 1-10 | | |
| 10.4. Minimum standard of performance | Getting 5 (five) points | | |