



## SYLLABUS

### Academic year 2022-2023

#### 1. Information regarding the programme

1.1. Higher education institution	Universitatea Babeș-Bolyai
1.2. Faculty	Faculty of Business
1.3. Department	Hospitality Services
1.4. Field of study	Business Administration
1.5. Study cycle	Bachelor
1.6. Study programme / Qualification	Business Administration (English)

#### 2. Information regarding the course

2.1. Name of the course	Managementul resurselor umane/Human Resources Management						
2.2. Code	ILE0025						
2.3. Course coordinator	Lecturer Aurelian SOFIĆĂ, PhD						
2.4. Seminar coordinator	Lecturer Aurelian SOFIĆĂ, PhD						
2.5. Year of study	2	2.6. Semester	4	2.7. Type of evaluation	EC	2.8. Type of course	compulsory

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

3.1. Hours per week	4	Of which: 3.2. lecture	2	3.3 seminar/laboratory	2
3.4. Total hours in the curriculum	56	Of which: 3.5. lecture	28	3.6. seminar/laboratory	28
Time allotment:					hours
Learning using manual, course support, bibliography, course notes					20
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:					15
3.7. Total individual study hours					69
3.8. Total hours per semester					125
3.9. Number of ECTS credits					5

#### 4. Prerequisites (if necessary)



4.1. curriculum	
4.2. competencies	

### 5. Conditions (if necessary)

5.1. for the course	Students will attend lectures and seminars whit mobile closed. Students are expected to contribute to course through short interventions or specific questions. They are also required to go through the materials given by the teacher.
5.2. for the seminar /lab activities	The deadline for the portfolio delivery is the last day of school. Deferral is accepted only on extreme situations.

### 6. Specific competencies acquired

Professional competenc	<ul style="list-style-type: none"> <li>• Providing assistance in human resources management</li> <li>• Gathering, processing, and analysing data regarding the interaction between a company/ an organisation and the external environment</li> </ul>
Transversal competencies	<ul style="list-style-type: none"> <li>• Implementing ethical principles, norms, and values within one's own rigorous, efficient, and responsible strategy of work</li> <li>• Identifying the roles and responsibilities in a multispecialty team and implementing various relational techniques and efficient teamwork</li> </ul>

### 7. Objectives of the course (outcome of the acquired competencies)

7.1. General objective of the course	<ul style="list-style-type: none"> <li>• To familiarize students with the terminology, concepts and specific human resource management tools</li> </ul>
7.2. Specific objective of the course	<ul style="list-style-type: none"> <li>• To learn the concepts related to human resource management</li> <li>• To describe the understand the logic of HR activity</li> <li>• To introduce students to job analysis, job design and job description</li> <li>• To discuss the main aspects of recruiting and selecting personnel</li> <li>• To describe the legal aspects of HRM and equal opportunity concept</li> </ul>



	<ul style="list-style-type: none"> <li>To introduce students to career management</li> </ul>
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## 8. Content

8.1. Course		Teaching Method	Remarks
1	Course description and assessment	Interactive lecture	1 course
2	Introductory concepts to HRM	Interactive lecture and multimedia materials	2 courses
3	Career management	Interactive lecture and multimedia materials	2 course
4	Personal marketing	Interactive lecture and multimedia materials	1 course
4	Job analysis and job design	Interactive lecture and multimedia materials	1 course
5	HR Recruitment	Interactive lecture and multimedia materials	3 courses
7	HR Selection	Interactive lecture and multimedia materials	2 courses
8.	Training and Development	Interactive lecture and multimedia materials	1 course
9	Recapitulation for the final exam	Interactive lecture	1 course
Bibliography		<ol style="list-style-type: none"> <li>Gary Dessler (2020). <i>Fundamentals of Human Resource Management</i>, 5<sup>th</sup> edition, Pearson</li> <li>Raymond Noe, John R. Hollenbeck, Barry Gerhart and Patrick M. Wright, (2018) <i>Fundamentals of Human Resource Management</i>, 7th Edition, McGraw-Hill Irwin</li> <li>Derek Torrington, Laura Hall, Stephen Taylor and Carol Atkinson (2020). <i>Human Resource Management</i>, 11<sup>th</sup> edition, Pearson</li> <li>Adrian Wilkinson &amp; Tom Redman, (2013) <i>Contemporary Human Resource Management. Texts and Cases</i>. 4<sup>th</sup> edition. Pearson (Mandatory chapters: Chapter 13. Understanding and Managing Careers in Changing Contexts)</li> <li>Armstrong M, (2012) <i>A Handbook of Human Resource Management Practice</i>, 12th Edition, Kogan Page</li> <li>David A. DeCenzo and Stephen P. Robbins, (2010), <i>Fundamentals of Human Resource Management</i>, John Wiley &amp; Sons, Inc.</li> </ol>	



8.2. Seminar/laboratory		Teaching Method	Remarks
1	Portfolio description	Discussions regarding the portfolio	1 seminar
2	Introductory concepts to HRM	Case study, group work and debate	2 seminars
3	Career management	Individual work and debate	2 seminars
4	Job analysis and job design	Case study, group work and debate	1 seminar
5	Personal marketing	Case study, group work and debate	1 seminar
6	HR Recruitment - sources	Group work and debate	1 seminar
7	HR Recruitment - methods	Case study, group work and debate	1 seminar
8	HR Recruitment - message	Case study, group work and debate	1 seminar
9	HR Selection - Selection steps	Case study, group work and debate	1 seminar
10	HR Selection - Interview	Case study, group work and debate	1 seminar
11	Training and Development	Case study, group work and debate	1 seminar
12	Exam simulation	Simulation	1 seminar
Bibliography	<ol style="list-style-type: none"><li>1. Gary Dessler (2020). <i>Fundamentals of Human Resource Management</i>, 5<sup>th</sup> edition, Pearson</li><li>2. Raymond Noe, John R. Hollenbeck, Barry Gerhart and Patrick M. Wright, (2018). <i>Fundamentals of Human Resource Management</i>, 7<sup>th</sup> Edition, McGraw Hill Irwin</li><li>3. Derek Torrington, Laura Hall, Stephen Taylor and Carol Atkinson (2020). <i>Human Resource Management</i>, 11<sup>th</sup> edition, Pearson</li><li>4. Adrian Wilkinson &amp; Tom Redman, (2013) <i>Contemporary Human Resource Management. Texts and Cases</i>. 4<sup>th</sup> edition. Pearson (Mandatory chapters: Chapter 13. Understanding and Managing Careers in Changing Contexts)</li><li>5. Armstrong M, (2012) <i>A Handbook of Human Resource Management Practice</i>, 12<sup>th</sup> Edition, Kogan Page</li><li>6. David A. DeCenzo and Stephen P. Robbins, (2010), <i>Fundamentals of Human Resource Management</i>, John Willey &amp; Sons, Inc.</li></ol>		

**9. 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 is always renewed considering the novelties in the field: new standards and practices concerning human resource management at international level. Organizational improvement and the usage of human resource management tools is presented considering the newest and the most relevant cases from international and local practice.

## 10. Evaluation

Type of activity	10.1 Evaluation criteria	10.2 Evaluation method	10.3 Share in the grade (%)
10.4 Course	<ul style="list-style-type: none"><li>The ability to support their opinions and to provide relevant arguments in a logical manner.</li><li>Ability to analyse a HRM case through the lenses of the lectures and readings.</li></ul>	Final exam	50%
10.5 Seminar/lab activities	<ul style="list-style-type: none"><li>Ability to apply the concepts and tools discussed during seminars and lectures to real cases</li><li>Ability to develop a career management essay, a job description, and a resume</li></ul>	Portfolio	40%
	<ul style="list-style-type: none"><li>Understanding the main concepts discussed during the seminars.</li><li>Actively take part in all classes, involve in case study discussions and exercises during seminars</li></ul>	Seminar activity	10%
<b>10.6. Minimal performance standards</b>			
<ul style="list-style-type: none"><li>Drawing-up an analysis on human resources in a company/ organisation</li><li>Solving an authentic/ hypothetical problem specific to one's workplace, in real time and with qualified assistance, with the observance of professional and ethical standards</li></ul>			



- Drawing up a paper/ project assuming the responsibility of various tasks specific to one's role in a multispecialty team
- Drawing up and arguing the implementation of a personal plan for professional development

**Date**

**Course coordinator**

**Seminar coordinator**

**Aurelian SOFICĂ, PhD**

**Aurelian SOFICĂ, PhD**

**Date of approval**

**Head of department**

**Oana Adriana GICA, PhD**