SYLLABUS
Academic year 2024-2025
Year of study III / Semester II

1. Information on academic program

1.1. University	**"1 Decembrie 1918" University of Alba Iulia**
1.2. Faculty	**Faculty of Economics**
1.3. Departament	**Business Administration and Marketing**
1.4. Field of Study	**Business Administration**
1.5. Cycle of Study	**Bachelor**
1.6. Academic program / Qualification/ ESCO Code	**Business Administration / 242102 Process improvement specialist, 242104 Process manager, 242110 Specialist in planning, control, and reporting of economic performance; ESCO Code 2421 - Management and Organisation Analysts**

2. Information of Course Matter

2.1. Course	**Human Resources Management**				2.2. **Code**			BA 322
2.3. Course Leader	Lecturer. PhD Ramona-Anca NICHITA							
2.4. Seminar Tutor	Assistant. PhD Ioana-Andreea CIOLOMIC							
2.5. Academic Year	**III**	2.6. Semester	**II**	a)Type of Evaluation (E – final exam/ CE - colloquy examination / CA -continuous assessment)	**E**	2.8. Type of course (**C**– Compulsory, **Op** – optional, **F -** Facultative)		**C**

3. Estimated total time (hours per semester of teaching activities)

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
a)	Individual study of readers					**12**
b)	Documentation (library)					**8**
c)	Home assignments, Essays, Portfolios					**10**
d)	Tutorials					**-**
e)	Assessment (examinations)					**2**
f)	Other academic activities (study visits, mentoring, projects)					**1**

3.7 Total number of hours for individual study (a+b+c)	**30**
3.8 Total number of hours for academic activities (d+e+f+3.4)	**45**
3.9 Total number of hours per semester (3.7+3.8)	**75**
3.10 Number of ECTS	**3**

4. Prerequisites (*where applicable*)

4.1. curriculum-based	–
4.2. competence-based	–

5. Requisites (*where applicable*)

5.1. course-related	Technical equipment: laptop, video projector
5.2. seminar/laboratory-based	Technical equipment: laptop, video projector

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

Competences/Study results	1.Knowledge, understanding of the basic concepts, theories and methods of the field and area of specialization; their proper use in professional communication 2.Using basic knowledge to explain and interpret various types of concepts, situations, processes, projects, etc. associated with the field 3. Application of basic principles and methods for solving well-defined problems/situations, typical of the field in conditions of qualified assistance 5. Developing professional projects with the use of established principles and methods in the field
Transversal competences	**-**

7. Course objectives (specific competences grid per programme)

7.1 General objectives of the course	*Developing students' capacity to use human resources management instruments efficiently and correctly*
7.2 Specific objectives of the course	*Presenting theoretical and methodological concepts in the field of human resources management* *Presenting concepts, relations, techniques and procedures specific to the field of human resources management* *Shaping practical skills and work capacities via adequate and systematic use of relevant instruments employed in human resources management field*

8. Course contents

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

Bibliography

1. Bassett-Jones, Nigel (2023). *Strategic Human Resource Management: A Systems Approach*. Routledge: Oxon, UK.
2. Beardwell, Julie, & Thampson, Amanda (2017). *Human Resource Management: A Contemporary Approach*. Pearson Higher Education: London, UK.
3. Carbery, Ronan, & Cross, Christine (2018). *Human Resource Management*, 2nd edition. Red Globe Press: London, UK.
4. Crawshaw, Jonathan, Budhwar, Pawan, & Davis, Ann (Eds.) (2023). *Human Resource Management: Strategic and International Perspectives*, 4th edition. Sage Publications: Los Angeles, USA.

5. Dessler, Gary (2019). *Human Resource Management: Global Edition*, 16th edition. Pearson Education: London, UK.
6. Machado, Carolina (Eds.) (2015). *International Human Resources Management*. Springer: Cham, Switzerland.
7. Martin, John (2008). *Human Resource Management*, 1st edition. Sage: London, UK.
8. Mondy, T. Wayne, & Martocchio, Joseph J. (2016). *Human Resource Management*, 14th edition. Pearson Education Limited: Essex, UK.
9. Nichita, Ramona-Anca (2024). *Human Resources Management* – course material (electronic format).
10. Reiche, B. Sebastian, Wil Harzing, Anne, & Tenzer, Helene (2018). *International Human Resource Management*, 5th edition. Sage: London, UK.
11. Syed, Jawad, & Kramar, Robin (2017). *Human Resource Management: A Global and Critical Perspective*, 2nd edition. Red Globe Press: London, UK.
12. Taylor, Stephen, & Woodhams, Carol (2022). *Human Resource Management: People and Organisations*, 3rd edition. Kogan Page: London, UK.
13. Trost, Armin (2020). *Human Resources Strategies: Balancing Stability and Agility in Times of Digitization*. Springer: Berlin, Germany.

8.2 Seminar	Teaching methods	Remarks
1. **Human resources management – concept presentation**	Conversation, examples, team work, role play	2 hours
2. **Theories of motivation – presentation**	Conversation, examples, team work, role play	2 hours
3. **Job description**	Conversation, examples, team work, role play	2 hours
4. **Recruitment process – presentation and examples**	Conversation, examples, team work, role play	2 hours
5. **Selection process – presentation and examples**	Conversation, examples, team work, role play	2 hours
6. **Personal career management**	Conversation, examples, team work, role play	2 hours
7. **The role of integration and forms of professional integration**	Conversation, examples, team work, role play	2 hours

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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 contributes to the training of specialists in the field of human resources management. The course content meets employees' current practical needs requested on the labor market.

10. **Evaluation**

Activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Percentage of final grade
10.4 Course	*Solving exam tasks*	*Written exam*	70%
10.5 Seminar	*Continuous assessment*	*Seminar activities portfolio*	30%
10.6 Minimum performance standard: obtaining minimum grade 5			

- following the current university norm and regulations;
- attending 50% of meetings and learning the fundamental concepts of human resources management;
- elaborating seminar portfolio, solving exam tasks.

Fill in date   Course leader's signature,   Seminar tutor's signature,
14.09.2024   Lecturer. PhD. Ramona-Anca NICHITA   Assistant PhD. Ioana-Andreea CIOLOMIC

Approval date in department   Department director's signature,
16.09.2024   Assoc. Prof. PhD. Maican Silvia