

SYLLABUS

1. Information regarding the program

1.1 Higher education institution	University of Oradea
1.2 Faculty	Faculty of Economic Sciences
1.3 Department	Department of Economics
1.4 Field of study	Business Administration
1.5 Cycle of study	Cycle I – Bachelor
1.6 Program of study /Degree	Business Administration / Bachelor Degree

2. Information regarding the discipline

2.1 Name of discipline	Human Resources Management (FSTE-0639)						
2.2 Course titleholder	Associate Professor Mirabela Constanța MATEI, PhD.						
2.3 Seminar titleholder	Associate Professor Mirabela Constanța MATEI, PhD.						
2.4 Year of study	II	2.5 Semester	3	2.6 Type of assessment	CV.	2.7 Type of discipline	O

(I) Compulsory; (O) Elective; (F) Facultative

3. Estimated total time (hours/semester of activities)

3.1 Number of hours/week	3	out of which: 3.2 course	2	3.3 seminar	1/-
3.4 Total of hours in the Curriculum	42	out of which: 3.5 course	28	3.6 seminar	14/-
Distribution of hours:					
Studying the e-books, PPTs, bibliography					20
Supplementary documentation in the library, on electronic specialty sites and in the field					5
Preparing seminars/laboratories, themes, projects, portfolios, and essays					5
Tutorship					
Assessment activities					3
Other activities.....					-
3.7 Total hours of individual study	33				
3.9 Total hours/semester	75				
3.10 Number of credits	3				

4. Pre-requisites (if applicable)

4.1 Curriculum-.....
4.2 Skills-.....

5. Conditions (if applicable)

5.1. concerning the course activities	Internet connection, laptop/tablet/PC, microphone
5.2. concerning the seminar/laboratory activities	Internet connection, laptop/tablet/PC, microphone

6. Specific skills acquired

Professional skills	C4. Assistance in human resources management
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Transversal Skills	
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7. Objectives of discipline (resulting from the grid of specific skills acquired)

7.1 General objective of discipline	<ul style="list-style-type: none"> ▪ Approach HR function within organizations in terms of its dual objectives: achieving integration of social objectives in the overall objectives of the company, linking human and social development needs of the organization and coordination of economic restrictions of various aspects of proper management of human resources.
7.2 Specific objectives	<ul style="list-style-type: none"> ▪ Understanding of the key concepts specific to human resource management domain ▪ Developing skills in order to solve practical problems specific to human resource functions ▪ Expanding the horizon of knowledge and ability to perceive distinct and interrelated areas like: human resources management, organizational behavior, ergonomics, etc..

8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Human resource management: a contemporary perspective	Online lecture and debate	
8.1.2. Human resource management and organisational performance: in search of the HR advantage	Online lecture and debate	
8.1.3. Recruitment	Online lecture and debate	
8.1.4. Selection	Online lecture and debate	
8.1.5. Training and Development	Online lecture and debate	
8.1.6. Reward Management	Online lecture and debate	
8.1.7. Performance Appraisal	Online lecture and debate	
8.1.8. Industrial Relations	Online lecture and debate	
8.1.9. Organisational and Corporate Culture	Online lecture and debate	
8.1.10. International HRM	Online lecture and debate	
8.1.11. Comparative HRM	Online lecture and debate	
8.1.12. Work–Life Balance: National Regimes, Organisational Policies, and Individual Choices	Online lecture and debate	
8.1.13. Emotion at Work	Online lecture and debate	
8.1.14. Workplace Bullying	Online lecture and debate	
Bibliography		
1. Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright - <i>“Human Resource Management”</i> ,		

Global Edition, Mc Graw Hill, ISBN: 9780077140892, Edition 8, 2012, http://www.mcgraw-hill.co.uk/html/0077140893.html		
2. H. John Bernardin- “ <i>Human Resource Management</i> ”, Mc Graw Hill, ISBN: 9780071326186, Edition 8, 2012, http://www.mcgraw-hill.co.uk/html/0071326189.html		
3. Tom Redman, Adrian Wilkinson - “ <i>Contemporary Human Resource Management, Text and Cases, 4th Edition</i> , Pearson, 2013.		
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Human resource management and organisational performance: in search of the HR advantage	Online Debate Case study	
8.2.2. Recruitment	Online Debate Case study	
8.2.3. Selection	Online Debate Role play	
8.2.4. Training and Development	Online Debate Case study	
8.2.5. International and Comparative HRM	Online Debate Case study	
8.2.6. Work–Life Balance: National Regimes, Organisational Policies, and Individual Choices	Online Debate Case study	
8.2.7. Workplace Bullying	Online Debate Case study	
8.3 Laboratory (L)		
8.3.1. -		
8.4 Project (P)		
8.4.1. -		
8.5 Practical works (P)		
8.5.1. -		
Bibliography		
1. Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright, Human Resource Management, Global Edition, Mc Graw Hill, ISBN: 9780077140892, Edition 8, 2012, http://www.mcgraw-hill.co.uk/html/0077140893.html		
2. Tom Redman, Adrian Wilkinson - “ <i>Contemporary Human Resource Management, Text and Cases, 4th Edition</i> , Pearson, 2013.		
3. H. John Bernardin- “ <i>Human Resource Management</i> ”, Mc Graw Hill, ISBN: 9780071326186, Edition 8, 2012, http://www.mcgraw-hill.co.uk/html/0071326189.html		

9. Corroboration of the contents of the discipline with the expectations of the epistemic community, professional associations and employers representing the field of study of the program

<ul style="list-style-type: none"> ▪ addressing basic concepts related to: job descriptions, performance appraisal, career management individual and organizational stages in the recruitment and selection of human resources ▪ explain the correlation: performance - rewards

10. Assessment

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	<ul style="list-style-type: none"> • Knowledge and understanding of all HRM concepts, methods and principles studied. • Ability of solving a case study using HRM terminology 	Case study – to be solved online on the e.uoradea.ro platform	50%

10.5 Seminar (S)	<ul style="list-style-type: none"> • participating in the online debates • Solving and posting assignments in compliance with the specified deadline 	<ul style="list-style-type: none"> - Review: ongoing evaluation and support - evaluation of assignments posted on the e.uoradea.ro platform in compliance with the specified deadlines 	50%
10.6 Laboratory (L)	-	-	-
10.7 Project (P)	-	-	-
10.8 Practical works (P)	-	-	-
10.9 Minimum performance standard			
<ul style="list-style-type: none"> - Knowledge and understanding of course content to the essential ideas - Obtaining at least 5 points (out of 10) for the seminar activity - Obtaining at least 5 points (out of 10) at final test 			

Date
24.09.2020

Course titleholder:
Associate Professor Mirabela Constanța
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Seminar titleholder:
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Director of Department,

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**Date of approval in
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28.09.2020

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Dean,

**Date of approval in
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Faculty of
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30.09.2020

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