

# SYLLABUS

## 1. Information regarding the program

1.1 Higher education institution	<b>University of Oradea</b>
1.2 Faculty	<b>Faculty of Economic Sciences</b>
1.3 Department	<b>Management-Marketing Department</b>
1.4 Field of study	<b>Management</b>
1.5 Cycle of study	<b>Cycle II – Master</b>
1.6 Program of study /Degree	<b>Advanced Management/Master Degree</b>

## 2. Information regarding the discipline

2.1 Name of discipline	Management of human resources: strategies and policies						
2.2 Course titleholder	Associate Professor Maria-Madela ABRUDAN, Ph.D.						
2.3 Seminar titleholder	Associate Professor Maria-Madela ABRUDAN, Ph.D.						
2.4 Year of study	II	2.5 Semester	3	2.6 Type of assessment	Ex	2.7 Type of discipline	I

(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
<b>Distribution of hours:</b>					
Studying the workbook, course book, bibliography and notes					40
Supplementary documentation in the library, on electronic specialty sites and in the field					40
Preparing seminars/laboratories, themes, projects, portfolios and essays					40
Tutorship					3
Assessment activities					10
Other activities.....					
3.7 Total hours of individual study	<b>133</b>				
3.9 Total hours/semester	<b>175</b>				
3.10 Number of credits	<b>7</b>				

## 4. Pre-requisites (if applicable)

4.1 Curriculum	n.a.
4.2 Skills	n.a.

## 5. Conditions (if applicable)

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

## 6. Specific skills acquired

<b>Professional skills</b>	C3 - C3.1, C3.2, C3.3, C3.4, C3.5, C3.6, C3.7
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<b>Transversal Skills</b>	CT1, CT2, CT3
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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"> <li>Starting from the premise that human resources are the main resource of the company, the course aims to address the function of human resources from the perspective of human resources manager - main pillar in shaping coherent human resources strategies and policies, related to the needs and possibilities of the organization, anchored in the realities of the labor market, and to promote equal opportunities in the workplace.</li> </ul>
7.2 Specific objectives	<ul style="list-style-type: none"> <li>Understanding the trends in human resources management</li> <li>Acquiring skills for practical human resources management in order to formulate coherent strategies and policies in the field of human resources</li> </ul>

### 8. Contents

8.1 Course (C)	Teaching methods	Observations
8.1.1. Tendencies of worldwide human resources management	Lecture, Case studies, problem-solving, debate, deduction – online	2 ore
8.1.2. The function of human resources - positioning, role, importance		2 ore
8.1.3. Motivation and its implications at workplace (I)		2 ore
8.1.4. Motivation and its implications at workplace (II)		2 ore
8.1.5. Recruitment, selection and integration of human resources (I)		2 ore
8.1.6. Recruitment, selection and integration of human resources (II)		2 ore
8.1.7. Analysis and job description		2 ore
8.1.8. Training and career management		2 ore
8.1.9. Human resources performance appraisal		2 ore
8.1.10. Employee rewarding		2 ore
8.1.11. Talent management		2 ore
8.1.12. Employer branding		2 ore
8.1.13. International human resources management (I)		2 ore
8.1.14. International human resources management (II)		2 ore
<b>Bibliography</b> <ol style="list-style-type: none"> <li>Lawler, E. E., Boudreau, J.W. (2012). <i>Effective Human Resource Management: A Global Analysis</i>. Stanford University Press.</li> <li>Price, A. (2007). <i>Human resources Management in a Business Context, 3rd edition</i>. London: Thomson learning.</li> <li>Kramar, R., Syed, J. (2012). <i>Human Resource Management in a Global Context: A Critical Approach</i>. London: Palgrave Macmillan.</li> <li>Taylor, S., Woodhams, C. (2012). <i>Managing people and organizations</i>. Wimbledon: Chartered Institute of Personnel &amp; Development.</li> <li><i>Human Resources Management</i>, The Open University of Hong Kong, <a href="http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf">http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf</a></li> </ol>		
8.2 Seminar (S)	Teaching methods	Observations
8.2.1. Particularities of human resources within organisations	Case studies, on-line research, questioning, debate, deduction, applications, examples	2 ore
8.2.2. Types of strategies and policies in the field of human resources		2 ore
8.2.3. Motivation and its implications at workplace		2 ore
8.2.4. Recruitment, selection and integration of human resources		2 ore

8.2.5. Human resources performance appraisal and employee rewarding		2 ore
8.2.6. Talent management. Employer branding		2 ore
8.2.7. Return of investment (ROI) in human resources field		2 ore
<b>Bibliography:</b>		
<ol style="list-style-type: none"> <li>1. Lawler, E. E., Boudreau, J.W. (2012). <i>Effective Human Resource Management: A Global Analysis</i>. Stanford University Press.</li> <li>2. Price, A. (2007). <i>Human resources Management in a Business Context, 3rd edition</i>. London: Thomson learning.</li> <li>3. Kramar, R., Syed, J. (2012). <i>Human Resource Management in a Global Context: A Critical Approach</i>. London: Palgrave Macmillan.</li> <li>4. Taylor, S., Woodhams, C. (2012). <i>Managing people and organizations</i>. Wimbledon: Chartered Institute of Personnel &amp; Development.</li> <li>5. <i>Human Resources Management</i>, The Open University of Hong Kong, <a href="http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf">http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32088.pdf</a></li> </ol>		

### **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**

Approaching the human resources function at a professional level in order to apply within the organizations correct and coherent human resources management policies that emphasize:

- ♣ continuous improvement, throughout the life of all employees
- ♣ promoting equal opportunities within companies, on the labor market
- ♣ efficiency of human resources.

### **10. Assessment**

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Percentage of the final grade
10.4 Course (C)	Understanding the content of the course	Test – 10 items with specific time - online platform e.uoradea.ro	50 percent
10.5 Seminar (S)	Ability to apply and correlate different concepts of human resources management	Research and evaluation of assignments in compliance with the specified deadlines - online platform e.uoradea.ro	50 percent
10.6 Laboratory (L)			
10.7 Project (P)			
10.8 Practical works (P)			
10.9 Minimum performance standard			
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the course content at the level of essential ideas</li> <li>• Obtaining at least 5 points (out of 10) for the work presented at the seminar</li> <li>• Obtaining at least 5 points (10) as a final grade.</li> </ul>			

**Date**

**Course titleholder:**

**Seminar titleholder:**

25.09.2020

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**Director of Department,  
Associate Professor Maria-Madela ABRUDAN, PhD**

**Date of**

**Contact data:**

**approval in  
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**Dean,**

**Professor Alina BĂDULESCU, PhD**

**Date of  
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The  
Council of  
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