

COURSE OUTLINE

COURSE TITLE	HUMAN RESOURCE MANAGEMENT	CODE:
--------------	----------------------------------	-------

YEAR OF STUDY	3	SEMESTER	2	COURSE STATUS (C –COMPULSORY/ O-OPTIONAL/ E-ELECTIVE)	C
---------------	---	----------	---	---	---

NUMBER OF HOURS PER WEEK				TOTAL NUMBER OF HOURS PER SEMESTER	TOTAL NUMBER OF SELF-STUDY HOURS*	CREDITS	TYPE OF ASSESSMENT (MT – MID-TERM, OE – ORAL EXAM, E – EXAM, M – MIXED)	LANGUAGE OF TEACHING
C	S	L	Pr.					
2	2			56	84	5	M	ENG

COURSE COORDINATOR	ACADEMIC TITLE, FIRST NAME, LAST NAME	DEPARTMENT
	PROF.DR. ADRIANA PRODAN	EACSI

PREREQUISITE COURSES	Management
----------------------	------------

OBJECTIVES	To develop a certain awareness regarding the importance of the management of human resources in a company; To build the adequate instruments, needed in the management of human resources; To form the right type of behaviour, needed in working with people
COURSE OUTLINE	ACTIVITIES IN THE MANAGEMENT OF HUMAN RESOURCES. POLICY; PLANNING THE HUMAN RESOURCES; JOB DESCRIPTION AND ANALYSIS; JOB EVALUATIONS. WAGING SYSTEMS; RECRUITMENT AND SELECTION OF THE PERSONNEL; MOTIVATING THE STAFF TIME AND WORKING CONDITIONS; PERSONNEL TRAINING; COMPARATIVE ASPECTS REGARDING THE MANAGEMENT OF HUMAN RESOURCES
SEMINAR / LAB TOPICS	<ol style="list-style-type: none"> 1. Exercise - getting to know each other 2. Personal development plan 3. The job description and the management oriented toward objectives 4. Recruitment 5. Selection 6. Presentations , in teams (3 seminars) 7. Job interview simulations (3 seminars) 8. Counselling (2 seminars) 9. Final evaluation
TEACHING METHODS	Debate, exercises, role-play, presentations, supervising, counselling, interviews

REQUIRED BIBLIOGRAPHY (SELECTIVE)	<p>Armstrong Michael- Managementul Resurselor Umane, editura CODECS, 2002</p> <p>Armstrong M., Murlis H. - Reward Management. , Kogan Page, 1991.</p> <ul style="list-style-type: none"> • Codul MUNCII, 2005 <p>Cole GA – Managementul Resurselor Umane, editura CODECS, 2003</p> <p>Martoy B., Crozet M. - Gestion des ressources humaines, Eyrolles, 1998.</p> <p>Nica, P., Mathis R. - Managementul resurselor umane, Economica, 1997.</p> <p>Prodan Adriana –Managementul Resurselor Umane, CERMI, 2004</p>
-----------------------------------	---

ASSESSMENT	TERMS	50% of mid-term in-class evaluation
	CRITERIA	The given objectives; specific knowledge, behaviour in class
	TYPES	Written evaluation (case studies, analysis subjects), mid-term in-class evaluation
	FINAL GRADE FORMULA	50% mid-term in-class evaluation, throughout the semester + 50% final exam

