



SYLLABUS

Academic year 2023-2024

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 in Hospitality Services (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 Emanuel-Emil SĂVAN, PhD | | | | | | |
| 2.4. Seminar coordinator | Lecturer Emanuel-Emil SĂVAN, 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"> C5.1. Identification and description of the concepts of planning, organization, coordination and control of human resources activity C5.3. Solving problems/situations specific to human resources: recruitment, selection, motivation, payroll, working hours, training. |
| Transversal competencies | <ul style="list-style-type: none"> CT1. Implementing ethical principles, norms and values within one's own rigorous, efficient, and responsible strategy of work |

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

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

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">1. Gary Dessler (2020). <i>Fundamentals of Human Resource Management</i>, 5th edition, Pearson2. Raymond Noe, John R. Hollenbeck, Barry Gerhart and Patrick M. Wright, (2018) <i>Fundamentals of Human Resource Management</i>, 7th Edition, McGraw-Hill Irwin3. Derek Torrington, Laura Hall, Stephen Taylor and Carol Atkinson (2020). <i>Human Resource Management</i>, 11th edition, Pearson4. Adrian Wilkinson & Tom Redman, (2013) <i>Contemporary Human Resource Management. Texts and Cases</i>. 4th edition. Pearson (Mandatory chapters: Chapter 13. <i>Understanding and Managing Careers in Changing Contexts</i>)5. Armstrong M, (2012) <i>A Handbook of Human Resource Management Practice</i>, 12th Edition, Kogan Page6. David A. DeCenzo and Stephen P. Robbins, (2010), <i>Fundamentals of Human Resource Management</i>, John Willey & Sons, Inc. | | |



| 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">1. Gary Dessler (2020). <i>Fundamentals of Human Resource Management</i>, 5th edition, Pearson2. Raymond Noe, John R. Hollenbeck, Barry Gerhart and Patrick M. Wright, (2018). <i>Fundamentals of Human Resource Management</i>, 7th Edition, McGraw Hill Irwin3. Derek Torrington, Laura Hall, Stephen Taylor and Carol Atkinson (2020). <i>Human Resource Management</i>, 11th edition, Pearson4. Adrian Wilkinson & Tom Redman, (2013) <i>Contemporary Human Resource Management. Texts and Cases</i>. 4th edition. Pearson (Mandatory chapters: Chapter 13. Understanding and Managing Careers in Changing Contexts)5. Armstrong M, (2012) <i>A Handbook of Human Resource Management Practice</i>, 12th Edition, Kogan Page6. David A. DeCenzo and Stephen P. Robbins, (2010), <i>Fundamentals of Human Resource Management</i>, John Willey & Sons, Inc. | | |

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"> The ability to support their opinions and to provide relevant arguments in a logical manner. Ability to analyse a HRM case through the lenses of the lectures and readings. | <p>Final exam</p> <p>In order to consider the grade from the portfolio and seminar activity, students have to score at least 5 (five) at the final exam (25% out of 50% of allotted points). Passing grade for the course cannot be obtained if the exam is not passed (5 out of 10).</p> | 50% |
| 10.5 Seminar/lab activities | <ul style="list-style-type: none"> Ability to apply the concepts and tools discussed during seminars and lectures to real cases Ability to develop a career plan, a job description, and a resume | Portfolio | 40% |
| | <ul style="list-style-type: none"> Understanding the main concepts discussed during the seminars. Actively take part in all classes, involve in case study discussions and exercises during seminars | Seminar activity | 10% |
| 10.6. Minimal performance standards | | | |
| <ul style="list-style-type: none"> Drawing-up an analysis on human resources in a company/ organisation Solving an authentic/ hypothetic problem specific to one's workplace, in real time and with qualified assistance, with the observance of professional and ethical standards 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 |
|-------------------------|------------------------------------|--------------------------------|
| 29.09.2023 | Emanuel-Emil SĂVAN, PhD | Emanuel-Emil SĂVAN, PhD |
| Date of approval | Head of department | |
| 11.10.2023 | Marius BOTA, PhD | |