COURSE DESCRIPTION

1. Data concerning the program

1.1 Higher education institution	Valahia University of Târgoviște
1.2 Faculty / Department	Economic Sciences
1.3 Department	Management - Marketing
1.4 Area of academic study	Administrarea Afacerilor în Limba Engleză
1.5 Study Cycle	License
1.6 Study Program /Qualification	Business Administration

2. Data concerning the teaching unit

2.1 Title of the teaching unit			**Human Resources Management**			
2.2 Coordinator (Course Lecturer)						
2.3 Seminar Lecturer						
2.4 Year of study	III	2.5 Semester	I	2.6 Type of evaluation	E	2.7 Course: mandatory /elective	Mandatory

3. Total estimated time (hours per semester of educational activities)

3.1 Numbers of hours per week	3	Of which: 3.2 course	2	3.3 seminar/laboratory	1
3.4 Total hours in curriculum	42	Of which: 3.5 course	28	3.6 seminar/laboratory	14
Time management					Hours
Studying after manual, references, recommended reading, course support and notes					18
Additional documentation in library, specialized e-platforms and on the ground					15
Preparation of seminars / labs, homework, portfolios and essays					15
Tutorship					5
Assessment					5
Other activities: case study, essay					-
3.7 Total no. of hours of individual study					58
3.9 Total no. of hours per semester					100
3.10 Number of ECTS					4

4. Pre-requirements (if applicable)

4.1 Teaching units	Organization management, Marketing, Microeconomy
4.2 Competencies and skills	Research marketing, Statistics

5. Co-requirements (if applicable)

5.1 For deployment of course	As the case: - room equipped with video projector, blackboard/flipchart - electronic or photocopied materials - in the online system, by using UVT's MOODLE e-learning platform (https://moodle.valahia.ro) and the online videoconferencing platform Microsoft TEAMS
5.2 For deployment of seminar/laboratory	As the case: - room equipped with video projector, blackboard/flipchart - electronic or photocopied materials - in the online system, by using UVT's MOODLE e-learning platform

	(https://moodle.valahia.ro) and the online videoconferencing platform Microsoft TEAMS

6. Specific competencies acquired

Professional competencies	C1 Collection, processing and analysis of information concerning the interaction between enterprise / organization and its external environment C4 Support in human resources management
Transversal competencies	CT2.Identifying of roles and responsibilities in a pluri-specialized team and application of effective techniques and working relationships within the team. CT3. Identifying of training opportunities and effective utilization of resources and learning techniques for personal development.

7. Objectives of the teaching unit (emerging from the grid of specific competencies acquired)

7.1 General objective	Familiarizing future specialists with thorough knowledge of the HRM function and its specific techniques for attracting, maintaining and growing suitable candidates Understanding the activity and strategies of human resources within organizations Appropriate use of HRM concepts, methods, techniques and policies
7.2 Specific objectives	Learning the principles, criteria and methods aimed at formulating HRM strategies: recruitment, selection, hiring, integration, performance evaluation, reward, motivation, understanding social dysfunctions and their impact on company performance.

8. Contents of the teaching unit

8.1 Course	Teaching methods	Observations
Cours 1 HRM- an introduction 1.1.The importance of HR in obtaining organizational performance 1.2.HRM- definition and characteristics 1.3.Obiectives, policies and activities of HRM 1.4.Personnel management vs HRM	The exposition, the explanation, the conversation	2 hours
Cours 2 HR Department and HR manager 2.1. HR Department- evolutions and trends 2.2. HR managers- duties, responsibilities, skills, and attributes	The exposition, the explanation, the conversation	2 hours
Cours 3 Job description and job analysis 3.1 The concept of predictive HRM 3.2. Highlighting the main options in predicted HRM 3.3.Different methods can be used to determine the job demand 3.4. Job analysis. Job description 3.5. Methods used to gather information needed for job analysis	The exposition, the explanation, the conversation	2 hours
Cours 4 The recruitment of talented candidates 4.1. Recruitment process- definitions 4.2. Recruitment process implementation 4.3. Recruitment process- objectives and importance 4.4. Recruitment- policies, programs, strategies 4.5. Recruitment marketing 4.6. Recruitment sources	The exposition, the explanation, the conversation	2 hours
Cours 5 Selection of future employees 5.1. Selection process- definitions 5.2. Selection methods and criteria 5.3. New methods for selecting candidates 5.4. Verbal and non-verbal communication during selection	The exposition, the explanation, the conversation	2 hours
Cours 6 Employment and integration of new employees in organizations 6.1. Defining the processes of hiring and integrating new employees 6.2. Stages of the integration process 6.3. Strategies and methods for integrating new employees	The exposition, the explanation, the conversation	2 hours
ours 7 Career management 7.1. Career- definitions and management 7.2.Career management 7.3. Responsibility for career planning 7.4. The relationship between career and human resource development stages 7.5. Career exploration and evaluation	The exposition, the explanation, the conversation	2 hours
Cours 8 Employees performance evaluation	The exposition, the explanation, the	2 hours

8.1. Performance evaluation- definitions 8.2. The evaluation process management cycle 8.3. Steps in developing the evaluation program 8.4. Methods and models of performance evaluation	conversation	
Cours 9 Development and training of HR 9.1. Content and role of training 9.2. The characteristics of the person in charge of the training activity 9.3 Determining training needs 9.4 Training methods 9.5. Evaluation of the effects of training	The exposition, the explanation, the conversation	2 hours
Cours 10 Work motivation and satisfaction 10.1. Motivation- concept and definition 10.2.Typology of motivation 10.3. Strategies to influence the degree of motivation of employees 10.4. Job satisfaction and the factors of influence	The exposition, the explanation, the conversation	2 hours
Cours 11 Organizational reward systems 11.1. Remuneration and reward system 11.2. Remuneration as an exchange process 11.3. Types of rewards given to employees 11.4. Strategic approach to remuneration and the remuneration system 11.5. Basic principles of remuneration policy	The exposition, the explanation, the conversation	2 hours
Cours 12 Social dysfunctions and their measurement 12.1. Absenteeism - causes, influencing factors and indicators used to measure it 12.2. Fluctuation of personnel 12.3. The main types of labor conflicts and their consequences 12.4. Accidents at work and their costs	The exposition, the explanation, the conversation	2 hours
Cours 13 Stress and ways of reducing its impact on human capital performance 13.1. About stress 13.2. Stressor factors- categories and their costs 13.3. Proposals to diminish the impact of stress of performance	The exposition, the explanation, the conversation	2 hours
Cours 14 HRM and online challenges- e-HRM 14.1. Internet and HR activities 4.2. E-Recruitment- advantages and disadvantages 4.3. Types of online recruiting 4.4. E-selection methods 4.5. Case study- E-Recruitment worldwide and in Romanian organizations	The exposition, the explanation, the conversation	2 hours

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8.2 Seminar/laboratory	Teaching methods	Observations
Seminar 1 Introduction to HRM 1.1. Definitions 1.2. Evolution of HR department 1.3. Job description Study case	explanation, practical applications.	2 hours
Seminar 2 Recruitment add 2.1. Rules to write a recruitment add 2.2. The content of recruitment add 2.3. AIDA principles 2.4. Study case	explanation, practical applications.	2 hours
Seminar 3 Selection and interview of candidates 3.1.Selection process 3.2.The CV 3.3.The interview 3.4.Study case	explanation, practical applications.	2 hours
Seminar 4 Training. Training plan 4.1.Designing a training plan 4.2. Stages of the training cycle 4.3. Training programs 4.4. Budgeting 4.5. Evaluation 4.6. Study case	explanation, practical applications.	2 hours
Seminar 5 Social dysfunctions analysis using Markov chains 5.1. For work conflicts 5.2. For work accidents 5.3. For fluctuation 5.4. For absenteeism	explanation, practical applications.	2 hours
Seminar 6 Stress analysis 6.1. Impact of stressor factors 6.2. The consequences of stress 6.3. Effective methods to avoid stress 6.4. Can motivate stress to obtain performance? 6.5. Study case based on developing questions and answers.	explanation, practical applications.	2 hours
Seminar 7 E-recruitment 7.1. Evolution and trend in UE and RO 7.2. Factors influencing e-recruitment process 7.3. Measuring their influence and their relationship using OLS function 7.4. Study case	explanation, practical applications.	2 hours

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9. Interrelating between the contents of the teaching unit and the expectations of the scientific community' representatives, professional associations and the representative employers in the field afferent to the program

Students better prepared in the organization of HRM activity, acquiring HRM knowledge and skills, developing an effective HRM strategy, knowing the value of employees and techniques for attracting and maintaining talented employees.

10. Assessment

Activity type	10.1 Criteria of assessment	10.2 Method(s) of assessment	10.3 Construction of the mark (including the weighting of the various partial marks)
10.4 Course	Evaluation of accumulated knowledge	Written assessment test	50%
10.5 Seminar/laboratory	Students' physical/online activity	The answers to topics other than the practical work	10%
	Practical work/references	Analyzing the answers to the practical/referred paper	40%
10.6 Minimal standard of performance			
Knowledge of the basic concepts specific to the discipline. Ability to solve problems of medium difficulty.			