

**“BOGDAN VODĂ” UNIVERSITY OF CLUJ-NAPOCA**  
**FACULTY OF ECONOMICS**  
**SPECIALIZATION: MANAGEMENT, MANAGEMENT BAIA MARE, FINANCING**  
**AND BANKING, ACCOUNTING AND MANAGEMENT, IT**  
**ACADEMIC YEAR 2010-2011**

**COURSE OUTLINE**

<b>Course name</b>	<b>LABOR MANAGEMENT</b>				
<b>Course code</b>	<b>MC 2202</b>	<b>Year</b>	<b>II</b>	<b>Number of credits</b>	<b>5</b>
		<b>Semester</b>	<b>I</b>		

<b>Faculty</b>	<b>ECONOMICS</b>	<b>Nr. of hours semester/activities</b>		
<b>Profile</b>	<b>ECONOMIC</b>	<b>Total</b>	<b>C</b>	<b>S</b>
<b>Specialization</b>	<b>MANAGEMENT</b>	<b>56</b>	<b>28</b>	<b>28</b>

<b>Course type</b>	<b>DS</b>
<b>DF – fundamental, DS – specialized, DC – complementary</b>	<b>DS</b>
<b>Optional category of the course: DI – imposed, DO – optional, DF – facultative</b>	<b>DI</b>

<b>Previous courses</b>	<b>Compulsory courses (conditioned)</b> <b>MANAGEMENT</b>
	<b>Recommended</b>
<b>Objectives</b>	- assimilation of basic and specialized knowledge in the field of ergonomics, ergonomic management of human resources, organization and work standards; -obtaining the skills required in administering and managing human resources; - skills training for ergonomic interdisciplinary scientific research; - building future specialists in work organization and human resource management;
<b>Content (description)</b>	
	Ch. I. ERGONOMICS AND ERGONOMIC ORGANIZATION OF LABOR
	Ch. II. TIME IN THE PROCESS OF PRODUCTION AND LABOR
	Ch. III. HUMAN BODY STAMINA, WORK AND FATIGUE
	Ch. IV. ORGANIZATION OF WORK ENVIRONMENT
	Ch. V. ERGONOMIC STUDY OF METHODS
	Ch. VI. ERGONOMIC ORGANIZATION OF THE WORK SITE
	Ch. VII. ERGONOMIC ANALYSIS OF LABOR ORGANISATION
	Ch. VIII. MEASUREMENT AND STUDY OF WORK TIME
	Ch. IX. STANDARDS OF WORK
	Ch. X. WORK NORMS

	Ch. XI. LABOR PROTECTION AND SAFETY
	Ch.XII. SOCIAL DIALOGUE AND LABOR CONFLICT MANAGEMENT
	CAP.XIII. SOCIAL PROTECTION AND WELFARE ASSISTANCE

<b>Evaluation form (E – exam, C – colloquy/final test, CP -control paper) E</b>					
<b>Final grade (percentage)</b>	60% -CP 40% -E				
<b>Selective bibliography</b>	<ol style="list-style-type: none"> <li>1. Armstrong Michael – <i>Cum să fii un manager și mai bun: Manual complet de tehnici dovedite și aptitudini manageriale</i>, Editura Meteor Press, București, 2007</li> <li>2. Lefter Viorel, <i>Fundamente ale managementului resurselor umane</i>, Editura Economică, București, 2007</li> <li>3. Purdea, D., Vlad, D. – <i>Managementul muncii</i>, Partea I Ergonomie, Cluj-Napoca, 2005.</li> <li>4. Purdea, D., Vlad, D. – <i>Managementul muncii</i>, Partea II Normarea și managementul social al muncii, Cluj-Napoca, 2005, Cluj- Napoca, 2005.</li> <li>5. Purdea D. - <i>Organizarea ergonomică a muncii</i>, Editura Risoprint, Cluj-Napoca,2003.</li> <li>6. Purdea D. - <i>Ergonomie și studiul muncii</i>, Editura Daco-Press, Cluj-Napoca,1994.</li> <li>7. Purdea D., Jaradat M. – <i>Managementul ergonomic al muncii</i>, Editura Risoprint, Cluj-Napoca, 2009</li> <li>8. Jaradat M., Manole I., Purdea D. - <i>Euromanagementul resurselor umane</i>, Editura Risoprint, Cluj-Napoca, 2009</li> <li>9. Roșca C., Purdea D. ș.a. - <i>Dicționar de ergonomie</i>, Editura Certi, Craiova, 1997.</li> <li>10. Rangu Gh. ș.a., - <i>Inițiere în ergonomie</i>, Editura Tehnică, București, 1984.</li> <li>11. Burloiu P., - <i>Economia și organizarea ergonomică a muncii</i>, Editura Didactică și Pedagogică, București, 1990 Chișu V. A., - <i>Manualul specialistului în resurse umane</i>, Editura Irecson, București, 2002</li> </ol>				
<b>List of necessary teaching aids</b>					
<b>Coordinator of the course</b>	<b>Didactic title</b>	<b>Title</b>	<b>First name</b>	<b>Last name</b>	<b>Signature</b>
	<b>PROF</b>	<b>PHD</b>	<b>Dumitru</b>	<b>Purdea</b>	