

Course code: .....

Plan position: .....

### A. INFORMATION ABOUT THE COURSE

#### B. Basic information

Name of course	<b>Human Resources Management</b>
Field of studies	Management
Level of studies	first degree
Profile of studies	general academic studies
Form of studies	full-time studies
Specialty	
Unit responsible for the field of studies	Faculty of Management
Name and academic degree of teacher(s)	Anna Murawska, PhD.
Introductory courses	no requirements
Introductory requirements	Basic knowledge of management

#### C. Semester/week schedule of classes

Semester	Lectures (W)	Auditorium classes (Ć)	Laboratory classes (L)	Project classes (P)	Seminar (S)	Field classes (T)	Number of ECTS points
fall, spring	15	15					5

## 2. LEARNING OUTCOME

No.	Learning outcomes description	The reference to the learning outcomes of specific field of study	The reference to the learning outcomes for the area
<b>KNOWLEDGE</b>			
W1	On successful completion of the course student is supposed to clearly explain issues related to human resource management, identify, distinguish and define problems related to staff; planning, recruitment, selection, training, evaluation of performance and reduction of employment.	K_W02 K_W03 K_W18	P6S_WG
<b>SKILLS</b>			
U1	On successful completion of the course student is supposed to formulate basic plans, resolve problems and make decisions related to HR. Control and interpret calculated indices characterizing human resource management.	K_U03 K_U20	P6S_UO P6S_UW
<b>SOCIAL COMPETENCES</b>			
K1	On successful completion of the course student is aware of problems and is able to take decisions related to human resource management.	K_K01	P6S_KO

### 3. TEACHING METHODS

#### A. Traditional methods used \*\*\*

multimedia lecture, classes, cases study, discussion

#### B. Distance learning methods used \*\*\*

**Synchronous method** (classes conducted in a way that ensures direct interaction between the student and the teacher in real time, enabling immediate flow of information, the method can be used only if it is provided for in the study plan for a given cycle of education):  
e.g. remote lecture in the form of videoconference, remote discussion, etc.

**Asynchronous method** used as an auxiliary (a method that does not ensure direct interaction between the student and the teacher in real time, used only as an auxiliary / complementary method):  
e.g. online educational videos, online multimedia presentations, etc.

### 4. METHODS OF EXAMINATION

test of closed questions, colloquium

### 5. SCOPE

Lectures	Scope, condition, significance and evolution of human resource management. Terminological problems. Human and intellectual capital of organizations. Forms of employment. The structure and content of the basic elements of HR process, planning HRM, recruitment, career, management, evaluating, compensation, discharge of employees. Audit. Subjects and instruments of human resources management. Globalization and HRM. Staff Information systems. Ethics in HR management. Strategic aspects of human resource management.
Laboratories	Forms of employment. Principles of rewarding. Incentive systems, the process of motivation, measurement of motivation. Evaluation of employees, internal audit. The methods of recruitment. Instrument selection. The methods of discharge. The essence of human resources policy. Career planning. Processes and instruments of staff control.

### 6. METHODS OF VERIFICATION OF LEARNING OUTCOMES

LEARNING OUTCOME	Form of assessment					
	Oral examination	Written exam	Colloquium	Project	Presentation	.....
W1		x	x			
U1		x	x			
K1		x	x			

### 7. LITERATURE

Basic literature	<ol style="list-style-type: none"> <li>1. Armstrong, M., 2006. A Handbook of Human Resource Management Practice (10th ed.). London, Kogan Page.</li> <li>2. Beech N., McKenna E., 1997. Essence of Human Resource Management. London.</li> </ol>
Supplementary literature	<ol style="list-style-type: none"> <li>1. Storey, J., 2007. What is strategic HRM?. In: J. Storey, Human Resource Management: A Critical Text, Thompson.</li> <li>2. Pfeffer J., 1994. Competitive advantage through people, Harvard Business School Press.</li> </ol>

**8. TOTAL STUDENT WORKLOAD REQUIRED TO ACHIEVE EXPECTED LEARNING OUTCOMES EXPRESSED IN TIME AND ECTS CREDITS**

Student's activity		Student workload– number of hours
Classes conducted under a direct supervision of an academic teacher or other persons responsible for classes	Participation in classes indicated in point 1B	30
	Supervision hours	5
Student's own work	Preparation for classes	30
	Reading assignments	30
	Other (preparation for exams, tests, carrying out a project etc)	30
Total student workload		125
Number of ECTS points		5