COURSE GUIDE

Subject name	**Human Resources Management**
Course of study	**Quality and Production Management**
The form of study	**Full-time**
Level of qualification	**First**
Year	**III**
Semester	**V**
The implementing entity	**Department Sociology, Psychology and Communication of Management**
The person responsible for preparing	**dr Agata Przewoźna-Krzemińska**
Profile	**General academic**
Course type	**Elective**
ECTS points	**2**

TYPE OF TEACHING – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASS	LABORATORY	PROJECT	SEMINAR
15	**15**	-	-	-

1. **COURSE AIMS**
   C1. Providing students with knowledge about basic human resources management issues.
   C2. To familiarize students with the theoretical and practical aspects of human resource management

2. **ENTRY REQUIREMENTS FOR KNOWLEDGE, SKILLS AND OTHER COMPETENCES**
   1. Basic knowledge of the evolution of function of personnel, concepts and objectives of human resource management.
   2. Basic knowledge of methods, techniques and tools for human resource management.
   3. Student has the ability to understand and analyze social phenomena.
   4. Developing a human resource management system based on individual employee needs.
   5. Knowledge of management, selection, recruitment in the organization.

3. LEARNING OUTCOMES

EU 1- Student has the ability to use theoretical knowledge on personnel management to describe and analyze the course of human resources in the organization.

EU 2- Student enumerates methods, techniques and instruments of human resource management and has the ability to observe the process of human resources.

EU 3 - Student has the ability to use familiar ways of directing personnel to analyze and construct a human resources management system

EU 4 - The student uses the acquired theoretical knowledge about human resource management, selects and uses it discussing the processes related to the management of employee teams in organizations

4. COURSE CONTENT

Type of teaching – Lecture	Number of hours
W 1- Presentation of terminology and definitions: human resources management	1
W2 - Presentation the evolution of the function of personnel and the history of human resources management.	1
W3 - Planning, recruitment and selection of personnel.	1
W4 -The role of interpersonal communication in the organization	1
W5 -Material and non-material motivation in the organization	1
W6- Non-material motivation in the organization	1
W7-Leadership and style of leadership in the organization.	1
W8 --Organizational culture of the company	1
W9- Shift management	1
W10- Employee development planning - career path.	1
W11 - Staff training	1
W12- Staff evaluation, concept, principle, evaluation technique.	1
W13- Pathologies in organization.	1
W14,C15- Summary of lectures on human resources management	2
Type of teaching - CLASS	**Number of hours**
C1 - Discussing the course and the organization of labour on classes. Discussing the principles of getting the credit for the classes. Passing the literature of the subject and presenting the way of using the sources.	1
C2 - Overview of concepts: human resources management, personnel management, management, personnel policy.	1
C3 - Group discussion - known methods of recruitment and selection, recruitment, selection and types of interviews. Group exercises.	1
C4 - Discussing stages of the personnel process (on the example of the chosen company). Individual presentation in PP.	1
C5 - Discussion on interpersonal communication in the organization	1
C6 - Material Motivation Case Study	1
C7 - Non material motivating. PP Presentation	1
C8 - Examples of management styles (leadership), group exercises.	1
C9 - Examples of corporate climate and culture - group discussion	1
C10,C11 - Group discussion on the role of promotion in the organization, pursuing a career path.	**2**
C12, C13 - The role, function and importance of employee assessment and employees' compensation in the organization (PP presentation).	**2**
C14, C15 - Summary of exercises.	**2**

5. TEACHING TOOLS
1. Books and monographs
2. Audiovisual presentation
3. Case study

6. WAYS OF ASSESSMENT (F – FORMATIVE, P – SUMMATIVE)
F1. Tasks prepared during the course.
F2. Theoretical paper and presentation of selected topics in human resources management in Power Point.
P1. Preparing an example of a human resources process in a selected company.
P2. Final test.

7. STUDENT WORKLOAD

Form of activity		Average number of hours for realization of the activity		
		[h]	**ECTS**	**ECTS**
Contact hours with the teacher	LECTURE	15	0.6	0.6
Contact hours with the teacher	CLASS	15	0.6	0.6
Preparation for the class		5	0.2	0.2
Getting Acquainted with the indicated literature		5	0.2	0.2
Consultation		10	0.4	0.4
TOTAL NUMBER OF HOURS / ECTS POINTS FOR THE COURSE		**50**	**2**	

8. BASIC AND SUPPLEMENTARY RESOURCE MATERIALS
Basic resources:
1. R. Mathis, J. Jackson, Human Resources Management, South-Western Cengage Learning, 2010.
2. Management, Organizations and Society (red.) M. Daroczi, E. Robak, S.Vinogradov, Budapeszt 2017.
3. Management and Managers Facing Challenges of the 21st Century. Theoretical Background and Practical Applications (red.) Bylok F., Ubreziova I., Cichobłaziński L., Szent Istvan Egyetemi Kiado Nonprofit Kft. Godollo, 2014.
4. Przewoźna-Krzemińska A. A Modern System of Employee Motivation as the Essential Element of Effective Management of Human Resources. Business Management Modern Management in the 21st Century. Theoretical and Practical Issues (red.) Ubreziova I., Horska E., Nitra 2013.

  Supplementary resources:
1. McKenna E., Beech E., Zarządzanie zasobami ludzkimi, GB i spółka, Kraków 2016.
2. Król H., Ludwiczyński *A.,* Zarządzanie zasobami ludzkimi, *PWN,* Warszawa 2016
3. Journal BENEFIT
4. Journal Personel i Zarządzanie

9. TEACHERS (NAME, SURNAME, E-MAIL ADDRESS)

1.Anna Karczewska anna.karczewska@wz.pcz.pl

2.Agata Przewoźna-Krzemińska agata.przcwozna-krzeminska@wz.pcz.pl

10. **MATRIX OF LEARNING OUTCOMES REALISATION**

Learning outcome	Reference of given outcome to outcomes defined for whole program (PRK)	Course aims	Course content	Teaching tools	Ways of assessment
EU 1	K_W02, K_U04, K_K01, K_K02, K_K03, K_K04,	C1, C2	W1-W8 C1 - C5	1, 2,3,4	F1, F2, P1, P2
EU 2	K_W02, K_W04, , K_U03, K_U04, K_U11, K_K01, K_K02, K_K03, K_K04	C1,C2	W9-W12 C5-C12,	1, 2,3,4	F1, F2, P1, P2
EU 3	K_W02, K_U02, K_U03, K_U04, K_U11, K_K01, K_K02, K_K03, K_K04	C2	W5-W12 C5 - C12	1, 2,3,4	F1, F2, P1, P2
EU 4	K_W02, K_U02, K_U03, K_U04, K_U11 K_K01, K_K02, K_K03, K_K04	C2	W5-W15 C5 - C15	1, 2,3,4	F1, F2, P1, P2

11. **FORM OF ASSESSMENT - DETAILS**

	grade 2	grade 3	grade 4	grade 5
EU 1	Student doesn't know and is not able to use the theoretical knowledge on personnel management to describe and analyze the course of human resources in an organization.	Student knows only chosen theoretical knowledge on personnel management	The student is able to use theoretical knowledge to describe the personnel management and analysis of the personnel process in an organization	Student has the ability to use theoretical knowledge to describe and analyze personnel management and the human resources process in an organization
EU 2	The student does not know the methods and tools, including the techniques of human resources management	The student is able to enumerate methods and tools, techniques for creating a model of human resource management.	The student is able to enumerate methods and tools, including techniques for creating models of human resources management, and has the ability to characterize them	The student not only can exchange methods and tools, including techniques for creating models of human resources management in a company, but also possesses the ability of their characteristics, deepened and enriched with the selection of elements of human resources competencies.

EU 3	The student does not have the knowledge and skills to observe the course of the personnel process	The student has the knowledge and the ability to notice and observe the stages of the personnel process, but he can not describe the stages, limited to their replacement.	The student not only has the knowledge and the ability to notice and observe the process of personnel in the organization, but also can perform the theoretical characterization of his stages	The student has the knowledge and skills of noticing, observation of the process of personnel in the organization. deep and enriched with the clarification of the relationships between the different stages.
EU 4	The student does not have the ability to use literature sources and is not able to use the knowledge of personnel management.	The student has the ability to use literature sources and tries to use in practice the knowledge of personnel management.	The student not only has the ability to use literature sources, but also tries to use the knowledge of personnel management in order to construct a human resource management system in the organization.	The student uses the acquired theoretical knowledge about human resource management, selects and uses it discussing the processes related to the management of employee teams in organizations,

12. ADDITIONAL USEFUL INFORMATION ABOUT THE COURSE

1. Information where presentation of classes, instruction, subjects of seminars can be found, etc. - presented to students during first classes, if required by the formula classes are sent electronically to the e-mail addresses of individual dean groups.
2. Information about the place of classes - Information can be found on the website of the Faculty of Management.
3. Information about the timing of classes (day of the week / time) - Information can be found on the website of the Faculty of Management.
4. Information about the consultation (time + place) - Information can be found on the website of the Faculty of Management and on the board of the Department Sociology, Psychology and Communication of Management.

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Coordinator