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| To be filled in by the Field of Study Committee | | Module (course block) name: : **ELECTIVE COURSE** | | | | | | | | Module code: **E** | | | | |
| Course name: **HUMAN RESOURCE MANAGEMENT** | | | | | | | | Course code: **41.2.** | | | | |
| Organisational Unit conducting the course/module: **INSTITUTE OF ECONOMICS** | | | | | | | | | | | | |
| Field of study: **ECONOMY** | | | | | | | | | | | | |
| Mode of study: **FULL - TIME** | | | | Study profile: **PRACTICAL** | | | Mode of study: **EM** | | | | | |
| Year / semester:  **III/V** | | | | Course/module status:  **OPTIONAL** | | | Course/module language:  **ENGLISH** | | | | | |
| Form of tuition | | | lecture | class | | laboratory | project | | seminar | | | other (please, specify) |
| Course load (hrs) | | |  | **30** | |  |  | |  | | |  |
| Module/course coordinator | | | | | | mgr Bartosz Kalisz | | | | | | | | |
| Lecturer | | | | | | mgr Bartosz Kalisz; Ph.D. Katarzyna Olszewska | | | | | | | | |
| Course/module objectives | | | | | | Students gain knowledge in the field of human resource management. | | | | | | | | |
| Entry requirements | | | | | | None | | | | | | | | |
| **LEARNING OUTCOMES** | | | | | | | | | | | | | | |
| No. | Learning outcome description | | | | | | | | | | | | | Reference to the learning outcomes for Field of Study |
| 1. | The student has knowledge of the functioning of the human resource department. | | | | | | | | | | | | | K1P\_W05 |
| 2. | The student uses theoretical knowledge in the field of human resources management. | | | | | | | | | | | | | K1P\_U01 |
| 3. | The student uses the methods and tools for the description and analysis of tasks in the human resource department. | | | | | | | | | | | | | K1P\_U08 |
| 4. | The student cooperates in a group. | | | | | | | | | | | | | K1P\_U19 |
| 5. | The student is ready to critically evaluate his knowledge. | | | | | | | | | | | | | K1P\_K04 |
| **COURSE CONTENT** | | | | | | | | | | | | | | |
| **Classes** | | | | | | | | | | | | | | |
| Personnel Policy in the Organization; Employment Planning; Job Description; Recruitment Process; Interviews; Onboarding; Staff Training; Evaluating Employees, Total Reward; Cases and Problems | | | | | | | | | | | | | | |
| Basic literature | | | 1. White R., Evans V., Dooley Jenny, Human Resources. Career Paths. Student's Book, Express Publishing 2020 2. Armstrong M., *Strategic Human Resource Management*. A Guide to Action, Kogan Page, 2006; 3. M. Armstrong, *A Handbook of Human Resource Management Practice*, <https://e-uczelnia.uek.krakow.pl/pluginfile.php/604792/mod_folder/content/0/Armstrongs%20Handbook%20of%20Human%20Resource%20Management%20Practice_1.pdf> | | | | | | | | | | | |
| Supplementary literature | | | 1. *Human Resources management and training, Compilation of good practices In statistical Office,* United Nations Economic Commision For Europe, New York and Geneva 2013 2. Internet | | | | | | | | | | | |
| Onsite teaching methods | | | Multimedia presentation, discussion, individual reading of texts, teamwork. | | | | | | | | | | | |
| Teaching methods including methods and techniques of remote teaching | | | | not included | | | | | | | | | | | |
| **Learning outcomes verification methods** | | | | | | | | | | | | Learning outcome number | | |
| Teamwork | | | | | | | | | | | | 01-05 | | |
| Multiple choice test | | | | | | | | | | | | 01 | | |
| Form and terms of awarding credits | | | Final grade based on class work (60%) and test (40%). | | | | | | | | | | | |
| STUDENT WORKLOAD | | | | | | | | | | | | | | |
| Type of activity/tuition | | | | | | | Number of hours | | | | | | | |
| Total | | Activities related to practical professional preparation | | | | Participation in classes conducted with the use of methods and techniques of remote teaching | |
| Participation in lectures | | | | | | | - | | - | | | |  | |
| Independent study of lecture topics | | | | | | | - | | - | | | |  | |
| Participation in classes and laboratories | | | | | | | 30 | | 30 | | | |  | |
| Independent preparation for classes | | | | | | | 70 | | 70 | | | |  | |
| Preparation of projects/essays/etc. | | | | | | | 30 | | 30 | | | |  | |
| Preparation for examination/credit awarding test | | | | | | | 20 | | 20 | | | |  | |
| Participation in consultation hours | | | | | | | 1 | | - | | | |  | |
| Other | | | | | | | - | | - | | | |  | |
| **TOTAL student workload in hours** | | | | | | | 151 | | 150 | | | | 0 | |
| **Number of ECTS credits for the course** | | | | | | | **6** | | | | | | | |
| **Number of ECTS credits relevant to practical professional education** | | | | | | | 6 | | | | | | | |
| Number of ECTS credits relevant to remote education (tuition involving the use of methods and techniques of remote teaching) | | | | | | | 0 | | | | | | | |
| Number of ECTS credits for classes which require direct participation of lecturers | | | | | | | 1,2 | | | | | | | |