

**FACULTY OF COMPUTER SCIENCE AND MANAGEMENT****SUBJECT CARD****Name in Polish** Nowoczesne zarządzanie zasobami ludzkimi**Name in English** Modern Human Resource Management**Main field of study (if applicable):** Management**Specialization (if applicable):** Organizational Management**Level and form of studies:** 1st level, full-time**Kind of subject:** obligatory**Subject code** ZMZ1254**Group of courses** NO

	Lecture	Classes	Laboratory	Project	Seminar
Number of hours of organized classes in University (ZZU)	30	30			
Number of hours of total student workload (CNPS)	60	60			
Form of crediting	Crediting with grade	Crediting with grade			
For group of courses mark (X) final course					
Number of ECTS points	2	2			
including number of ECTS points for practical (P) classes		2			
including number of ECTS points for direct teacher-student contact (BK) classes	1	1			

\*delete as applicable

**PREREQUISITES RELATING TO KNOWLEDGE, SKILLS AND OTHER COMPETENCES**

Basic knowledge in the scope of basis of management and organizational behaviours.

**SUBJECT OBJECTIVES**

**C1:** Providing students with information on objectives, instruments, principles and elements occurring in the human resource management in the organisation and internal and external factors of the process.

**C2:** Providing students with information on modern methods and tools of HRM, for example: competency based management, innovative methods of rewarding, personnel marketing, personnel controlling.

**C3:** Allowing students to directly learn principles and instruments that are actually used in particular areas of human resource management in given organisations (case studies).

**C4:** Making students aware and convincing them of the necessity to create the human being as an object of management and the "most precious resource" of the organisation rather than an "ordinary production factor".

**C5:** Showing students, on selected examples, the principles of conduct and behaviours of significant importance for the effective functioning of employees in individual and group work

## SUBJECT EDUCATIONAL EFFECTS

### Relating to knowledge:

- PEK\_W01 Has a knowledge about the essence of personnel function, the personnel management process and human resource management. Understands the relations of the HRM with other elements of the enterprise management system.
- PEK\_W02 Understands the essence of philosophy, policy and strategy of personnel function as well as knows the rules of the human resource planning and personnel controlling.
- PEK\_W03 Has a knowledge about the recruitment, selection and introduction to the work processes (incl. personnel marketing). Knows the rules of competency based management.
- PEK\_W04 Knows the essence and principles of periodical employee evaluation.
- PEK\_W05 Has a knowledge about motivation and rewarding of employees (inc. innovative methods of rewarding).
- PEK\_W06 Understands the rules of shaping the employees development and the career paths.
- PEK\_W07 Knows the basic rules of building and functioning of the teams in the organization, as well as the factors influencing on the teams efficiency. Knows the roles of the leader and the team members in the organization. Knows the principles of communication in the organization.

### Relating to skills:

- PEK\_U01: Student is able to make a diagnosis of the existing situation in particular areas of personnel management and to formulate conclusions in the scope of the evaluation of the condition in the context of recommendations resulting from literature.
- PEK\_U02: Student is able to identify factors which influence the effectiveness of personnel function realisation.
- PEK\_U03: Student is able to choose sources of information and use selected techniques for gaining information (interview, survey, documentation) for the purpose of solving typical diagnostic problems in selected areas of personnel management.
- PEK\_U04: Student is able to prepare an expert appraisal in the form of a written report.
- PEK\_U05: Student is able to present the results of the diagnostic research and to defend the conclusions before a group of experts.

### Relating to social competences:

- PEK\_K01: Student is able to update his/her knowledge; he/she knows the key authors, directions and tendency in the development of knowledge of personnel management.
- PEK\_K02: Student is aware and prepared to identify, analyse and settle employee problems occurring in the work place in relation with the performance of the personnel function.

## PROGRAMME CONTENT

Form of classes - lecture		Number of hours
Lec1	Introduction, overview the lecture.	1
Lec1	The concept and essence of personnel function, goals of personnel management, human resource management conditions, meaning and the evolution of personnel function.	1
Lec2	Personnel punction in the context of the organisation management system. Task structure and the scope of personnel management process.	2
Lec3-4	Philosophy, policy and strategy of personnel function. Comparative analysis: Human Resources Management (HRM) and Personnel Management (PM). Strategic aspects of Human Resources Management.	4
Lec5	Human Resources Planning. Goals, conditions and stages of planning. Personnel Audit. Realisation control – personnel controlling.	2
Lec6	Recruitment, selection and introduction to the work processes. Competences based management in personnel management. Personnel marketing.	2

Lec7	Aims and concepts of employee evaluation. Periodical Employee Evaluation System (SOOP). Criteria, methods and rules of the employee evaluation. Effectiveness of the SOOP.	2
Lec8	Colloquium (1).	2
Lec9-10	Remuneration policy. Aims and principles of wage differentiation. The essence and goals of work evaluation. Criteria and methods of the work evaluation.	4
Lec11	Forms of remuneration. Functions of remuneration. Basic wages, bonuses and other elements of wages. Innovative methods of rewarding.	2
Lec12	Workforce potential. Influencing the employee development. Trainings; goals, types, evaluation of effectiveness. Career paths.	2
Lec13	The principles of building and functioning the teams in an organization, factors influencing on the teams efficiency. Roles of the leader and the team members in the organization.	2
Lec14	The principles and the systems of communication in the organization. The features an efficient communication process.	2
Lec15	Summary of the lecture. Colloquium (2).	2
	Total hours	30
Form of classes - class		Number of hours
Cl. 1	Presentation of the purpose of classes, their course and criteria of student evaluation. Discussion of particular tasks composing the diagnostic paper. Task 1: Selection of the theme and gaining an object of the research. Task 2: Presentation of the object of the research and formal principles and instruments applicable to the given area of personnel management. Task 3: Conducting diagnostic research in a real facility in the selected area of personnel management. Task 4: Working out a report documenting the results of the diagnostic research. Task 5: Presentation and defence of conclusions from the research.	2
Cl. 2	Consultations related to the selection of the theme and manner of conducting and documenting the diagnostic research related to the procedure (course of the process) and instruments of personnel management in the selected area. Discussing the contents of particular parts of the written report documenting the results of the diagnostic work in exemplary thematic areas. Answering students' questions.	2
Cl. 3 Cl. 4	Brief (5-minute) presentations of students related to: the object of the research (organisational and legal form, objects of the company), location of the given unit in the organisational structure and its basic tasks, scope of obligations and rights on selected positions, general discussion of the formal instruments applicable to the entire organisation and manners of personnel management in the selected thematic area. Indication by the lecturer of issues and problems requiring a detailed diagnosis and focusing the student's attention to innovative instruments that may be applied in the enterprise analysed.	4
Cl. 5 Cl. 6	Work in diagnostic groups - consultations related to substantive problems, evaluation of the advancement of students' work. Discussing the information gathered by groups, describing the existing situation and consultations related to the manner of preparation of Chapters 2 and 3 of the written report.	4
Cl. 7-14	Presentation of the results of the diagnostic research - case studies, discussion and evaluation of presentation.	16
Cl.15	Summing up classes: discussing conclusions related to the assessment of written reports and students' presentations - indication of good and bad points.	2

Total hours	30
<b>TEACHING TOOLS USED</b>	
N1. Traditional lecture with multimedia presentations. N2. Self-study of student N3. Short presentation (5 minutes) - audiovisual means (slides, computer projector). N4. Work in diagnostic groups - consultations with the lecturer. N5. Written report, edited according to a strictly defined template N6. Students' presentation of the final reports - audiovisual media (slides, computer projector) N7. Studies in chosen organization – interviews, documentary analysis, surveys. N8. Discussion.	

### EVALUATION OF SUBJECT EDUCATIONAL EFFECTS ACHIEVEMENT

Evaluation (F – forming (during semester), P – concluding (at semester end))	Educational effect number	Way of evaluating educational effect achievement
F1	PEK_W01, PEK_W02 PEK_W03, PEK_W04	Colloquium 1.
F2	PEK_W05, PEK_W06 PEK_W07	Colloquium 2.
P(lecture)=0,5*F1+0,5*F2		
F3	PEK_U1, PEK_U5; PEK_K01	Participation during classes - participation in the discussion 28 pts.
F4	PEK_U03; PEK_05	1st presentation: substantive value - 5 pts., presentation quality - 5 pts.
F5	PEK_U02; PEK_U5; PEK_K01, PEK_K02	2nd presentation: completeness - 5 pts., substantive value - 10 pts., presentation quality - 10 pts.
F6	PEK_U01; PEK_U02; PEK_U04	Diagnostic report (30 pts) entitled "Diagnosis ... name of the selected area of personnel management in ... organisation name as exemplified by the ... (name) Department". source materials – 7 pts.
P(class)= F3+F4+F5+F6		
Failed .< 50 cred.      Satisfactory. 51 - 59 cred.. Good. 68 - 77 cred.      Good.+      78 - 85 cred.      Satisfactory + 60 - 67 cred.. Very good 86 - 95 cred..      Excellent > 95 cred..		

### PRIMARY AND SECONDARY LITERATURE

#### **PRIMARY LITERATURE:**

- Contemporary human resource management :text and cases /ed. by Tom Redman and Adrian Wilkinson. Harlow [etc.] : Financial Times Prentice Hall, 2006.
- Human resource management /Lloyd L. Byars, Leslie W. Rue. Boston : McGraw-Hill, cop. 2004.

#### **SECONDARY LITERATURE:**

- Human resource management :an experiential approach /H. John Bernardin. Boston : McGraw-Hill/Irwin, cop. 2003.
- Fundamentals of human resource management /David A. DeCenzo, Stephen P. Robbins. Hoboken : John Wiley & Sons, cop. 2005.

#### **SUBJECT SUPERVISOR (NAME AND SURNAME, E-MAIL ADDRESS)**

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**MATRIX OF CORRELATION BETWEEN EDUCATIONAL EFFECTS FOR SUBJECT  
Modern Human Resource Management  
AND EDUCATIONAL EFFECTS FOR MAIN FIELD OF STUDY Management  
AND SPECIALIZATION Organizational Management**

Subject educational effect	Correlation between subject educational effect and educational effects defined for main field of study and specialization (if applicable)**	Subject objectives***	Programme content***	Teaching tool number***
PEK_W01	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec1, Lec2, Lec8	N1, N4, N5, N8
PEK_W02	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec3, Lec4, Lec5, Lec8	N1, N2, N8
PEK_W03	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec6, Lec8	N1, N2, N8
PEK_W04	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec7, Lec8	N1, N2, N8
PEK_W05	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec9, Lec10, Lec11, Lec15	N1, N2, N8
PEK_W06	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec12, Lec15	N1, N2, N8
PEK_W07	K1_ZARZ_W09 K1_ZARZ_W12 S1_ZARZ_OM_W04	C1,C2	Lec13, Lec14, Lec15	N1, N2, N8
PEK_U01	S1_ZARZ_OM_U04	C3 ; C5	Cl.1 – Cl.15	N3 – N6, N8
PEK_U02	S1_ZARZ_OM_U04	C3; C5	Cl.5 - Cl.15	N3-N6, N7, N8
PEK_U03	S1_ZARZ_OM_U04	C3; C5	Cl.3; Cl.4 Cl.7 – Cl.14	N3, N4, N5, N7, N8
PEK_U04	S1_ZARZ_OM_U04	C3	Cl.2; Cl.5; Cl.6; Cl.15	N5, N4, N8
PEK_U05	S1_ZARZ_OM_U04	C3; C4; C5	Cl.3;Cl.4 Cl.7-Cl.14	N3, N6, N4, N8
PEK_K01	K1_ZARZ_K01	C1; C4	Cl.7 – Cl.14	N2, N6, N8
PEK_K02	K1_ZARZ_K04	C4; C5	Cl. 2; Cl.5; Cl.6 Cl.7 – Cl.14	N4; N6; N7; N8

\*\* - enter symbols for main-field-of-study/specialization educational effects

\*\*\* - from table above