

**COURSE CARD**

To be filled in by the Field of Study Committee	Module (course block) name: <b>ELECTIVE COURSE</b>				Module code: E <b>PG</b>			
	Course name: <b>HUMAN RESOURCE MANAGEMENT</b>				Course code: 42.1			
	Organisational Unit conducting the course/module: <b>Instytut Ekonomiczny</b>							
	Field of study: <b>Economy</b>				Study cycle: <b>bachelor</b>			
	Mode of study: <b>full - time</b>				Study profile: <b>practical</b>			
	Year / semester: <b>III/V</b>		Course/module status: <b>optional</b>			Course/module language: <b>English</b>		
	Form of tuition	lecture	class	laboratory	project	seminar	other (please, specify)	
Course load (hrs)		<b>30</b>						
Module/course coordinator		mgr Bartosz Kalisz						
Lecturer		mgr Bartosz Kalisz						
Course/module objectives		Students gain knowledge in the field of human resource management.						
Entry requirements		None						
<b>LEARNING OUTCOMES</b>								
No.	Learning outcome description					Reference to the learning outcomes for <b>Field of Study</b>		
<b>Knowledge – the student:</b>								
1.	The student has knowledge of the functioning of the human resource department.					K1P_W05		
<b>Skills – the student:</b>								
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		
<b>Social competences – the student:</b>								
4.	The student cooperates in a group.					K1P_K01		
5.	The student takes responsibility for the tasks entrusted to him by his colleagues.					K1P_K04		
<b>CURRICULUM CONTENTS</b>								
<b>Classes</b>								
Personnel policy in the organization; Employment planning; Job description; Recruitment process; Introduction to work; Evaluating employees; Staff training; Total reward; Keeping employee documentation; Decruitment								
Basic literature	1. Armstrong M., Strategic Human Resource Management. A Guide to Action, Kogan Page, 2006; 2. M. Armstrong, A Handbook of Human Resource Management Practice, Kogan Page Limited, London 2003							
Additional literature	Internet							
Teaching methods	Multimedia presentation, discussion, individual reading of texts, analysis of texts with discussion, group work.							

Form and terms of awarding credits	Assessment on the basis of partial grades received during the semester for active participation in classes preceded by preparation (discussion, group work, project presentations). Active participation in one class is 1 point; a maximum of 14 points can be obtained; mark 4.5 - 14 points, score 4 - 13 points, score 3.5 - 12 points, score 3 - 11 points, score 2 - 10 and fewer points, score 5 - 14 points + additional task invented and implemented by the student.	
<b>Learning outcomes verification methods</b>		Learning outcome number
Active participation in classes, discussion and continuous assessment		01, 02, 03, 04, 05
Group work and presentations		01, 02, 03, 04, 05
<b>STUDENT WORKLOAD</b>		
Type of activity/tuition	Number of hours	
	Total	Activities related to practical professional preparation
Participation in lectures		
Independent study of lecture topics		
Participation in classes and laboratories*	30	30
Independent preparation for classes*	64	-
Preparation of projects/essays/etc. *	10	10
Preparation for examination/credit awarding test		
Participation in consultation hours	47	46
Other		
TOTAL student workload in hours	151	86
<b>Number of ECTS credits for the course</b>	<b>6</b>	
<b>Number of ECTS credits assigned to the scientific discipline</b>	<b>6 (Nauki o zarządzaniu i jakości)</b>	
Number of ECTS credits associated with practical classes*	3,44	
Number of ECTS credits for classes which require direct participation of lecturers	3,08	