

Code.....

Course item: ...

**1. INFORMATION ABOUT THE COURSE****A. Basic information**

Name of course	<b>Human Resources Management</b>
Study level	<i>first degree</i>
Unit running the study programme	<i>Faculty of Management, Department of Economics, Organization and Management</i>
Study programme	<i>Management</i>
Speciality	
Name of teacher (s) and his academic degree	<i>Zofia Wyszowska, Professor, Anna Murawska, PhD</i>
Introductory courses	<i>Bases of managements</i>
Prerequisites	<i>no prerequisites</i>

**B. Semester/week schedule of classes**

Semester	Lectures	Classes	Laboratories	Project	Seminars	Field exercises	ECTS
fall, spring	15	15					3

**2. EFFECTS OF EDUCATION** (acc. to National Qualifications Framework)

Knowledge	<i>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.</i>
Skills	<i>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.</i>
Competences	<i>on successful completion of the course student is aware of problems and is able to take decisions related to human resource management.</i>

**3. TEACHING METHODS**

<i>multimedia lecture, classes, cases study, discussion</i>
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**4. METHODS OF EXAMINATION**

<i>test of closed questions, colloquium</i>
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**5. SCOPE**

<i>Lectures</i>	<i>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.</i>
<i>Classes</i>	<i>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.</i>

## 6. LITERATURE

Basic literature	<i>Armstrong, M., 2006. A Handbook of Human Resource Management Practice (10th ed.). London, Kogan Page.</i> <i>Beech N., McKenna E., 1997. Essence of Human Resource Management. London.</i>
Supplementary literature	<i>Storey, J., 2007. What is strategic HRM?. In: J. Storey, Human Resource Management: A Critical Text, Thompson.</i> <i>Pfeffer J., 1994. Competitive advantage through people, Harvard Business School Press.</i>