

COURSE DESCRIPTION CARD

NOTE: If the course includes lectures and classes, the Course Description Card applies to both types of instruction.

1. Course title:
Human Resource Management

2. Course code:
Number of ECTS credits: 4
Course completion mode: Z
Course commenced / Year 3

3. Major: International Business

4. Department of major coordinator: Department of Consumption Research

5. Name of course instructor
Classes: Daniel Gajda, M.Sc.; Milena Gojny-Zbierowska, Ph.D.
Examiner: Milena Gojny-Zbierowska, Ph.D.

6. Department of course instructor: Department of Human Resource Management

7. Number of contact hours with students:

Type of instruction	Full-time study	Part-time study
lectures		
classes	42	
foreign language classes		
lab classes		
seminars		
e-learning		
other		
Total hours	42	
examination (hours)		

8. Course timeframe - no. of semesters: 1

Course commencement / Year 3

Course commencement / Semester 5

9. Level of tertiary education: Bachelor

10. Course status
 Compulsory for the major

11. Course prerequisites
Compulsory:
Recommended:

12. Course objectives:

The aim of the course is to familiarize the Students with human resource management as a functional strategic and operational area and with managerial models and tools practised within HRM.

13. Teaching and learning methods:

A. Direct student-instructor contact:

No.	Teaching methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Case study analysis	Analysing case studies illustrating HRM practice	18	
2.	Presentation	Presentation of knowledge on assigned topics	10	
3.	Discussion	Discussion of HRM topics in 4-6 people teams	8	
4.	Active lecture	Interactive lecture carried out using multimedia.	6	
Total			AS:42	AN:

B. Self-study:

No.	Learning methods	Description	Number of hours	
			Full-time study	Part-time study
1.	Cause-effect studies with literature	Compulsory readings and own notes studying	20	
2.	Case studies	Case studies illustrating HRM practice	18	
3.	Own notes analysis	Own notes studying	12	
4.	Source materials analysis	Analysis of additional readings assigned as compulsory	8	
Total			BS:58	BN:

Total AS+BS = 100

Examination (E) =

Total AS+BS+E= 100

Total AN+BN =

Examination (E) =.....

Total AN+BN+E =

14. Key words: employee, human resources management, human capital

15. Course content:

1. Explaining the notions of human capital and human resources management.
2. Human resources planning
3. Work candidates' recruitment and selection process
4. Social and professional adaptation of newly hired employees to the organization
5. Personnel effectiveness assessment
6. Employees' awarding systems and tools
7. Career and succession planning
8. Training and development of employees
9. Employees' lay-offs.

16. Course learning outcomes as related to the learning outcomes of the major and methods for assessing student attainment

Intended learning outcomes of the major / Symbols	Intended learning outcomes of the course	Methods for assessing student learning outcomes	Documentation
<u>Knowledge</u>			
IB1_K01#	Student knows main notions and ideas concerning HRM as functional strategy and operational activity, with its tools and methods.	written test, discussion	test, discussion topics list
IB1_K05#	Student has developed knowledge on HRM	written test,	test,

	strategies and operations in international context and within internationalized organizations.	discussion	discussion topics list
IB1_K07#	Student knows and understands principal rules , conditions and ways of running HRM activities ethically, in a responsible manner.	written test, discussion	test, discussion topics list
<u>Skills</u>			
IB1_S04#	Student is able to use the theoretical knowledge on HRM and its tools and methods in all functions of HRM in a n organization.	case study analysis, presentations	examples of case studies, presentations
IB1_S10#	Student is able to obtain required information about the labor market and to analyze the competitive position of a company on labor market	case study analysis, presentations	examples of case studies, presentations
<u>Social competences</u>			
IB1_C05#	Student is able to cooperate and work in a cross-cultural team.	team work over case studies; group discussion	examples of case studies; lists of topics for discussion
IB1_C06#	Student is ready to lead a small team of HRM specialists also consisting of members from different cultures.	team work over case studies; group discussion	examples of case studies; lists of topics for discussion

17. Method for determining the final course grade:

No.	Methods for awarding credits and course completion requirements	Description	Percentage of the final course grade*
1.	Group work over a case study	Presentation of case study solutions, group discussion	50
2.	test without a possibility to use textbooks	evaluation of students' theoretical knowledge	50

* If students are required to obtain both a class grade and an exam grade, the class grade constitutes at least 30% of the final course grade.

18. Reading list

Mandatory readings:

1. Armstrong M., Human Resources Management.
2. Scott Snell, George Bohlander: Principles of human resource management. South-Western Cengage Learning, Australia, 2010.
3. Robert L. Mathis, John H. Jackson: Human Resource Management. South-Western College Pub, 2004.
4. Alan Price: Human Resource Management. South-Western Cengage Learning, 2011.

Suggested readings:

1. Greg L. Stewart, Kenneth G. Brown: Human resource management: linking strategy to practice . Hoboken: John Wiley & Sons, 2009.
2. Graeme Salaman, John Storey, Jon Billsberry: Strategic human resource management: theory and practice . Sage, London, 2005.

19. Language of instruction: English

20. Course instructors' recommendations: