

**DESCRIPTION OF THE COURSE OF STUDY
FOR EXCHANGE STUDENTS**

Kod przedmiotu	0413.4.LOG1.D47.ZZL	
Name of the course in	English	<i>Human Resources Management</i> Zarządzanie zasobami ludzkimi
	Polish	

1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES

1.1. Field of studies	Logistics
1.2. Form of studies	Full Time / Part Time
1.3. Level of studies	I degree (Bachelor's Degree)
1.4. Profile of studies	Academic
1.5. Person responsible for the card	Barbara Kusto, PhD Prof. Beata Poteralska, PhD
1.6. Kontakt	barbara.kusto@ujk.edu.pl beata.poteralska@ujk.edu.pl

2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY

2.1. Language	English, Polish
2.2. Prerequisites	Basics of Management

3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY

3.1. Form of classes	Lecture, practical classes	
3.2. Place of classes	Lecture and practical classes at University	
3.3. Form of assessment	Lecture – exam, practical classes – graded credit	
3.4. Didactic methods	Lecture with presentation Practical classes – workshops, case studies, discussion	
3.5. Literature	Basic	1. Pocztowski A., Zarządzanie zasobami ludzkimi, PWE Polskie Wydawnictwo Ekonomiczne, 2018. 2. Armstrong M., Taylor S., Zarządzanie zasobami ludzkimi, Wolters Kluwer Polska, 2016. 3. Król H., Ludwiczynski A., Zarządzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego organizacji PWN, Warszawa 2022.
	Additional	1. Gawron I., Myjak T. Zarządzanie kapitałem ludzkim. Wybrane zagadnienia w teorii i praktyce, Państwowa Wyższa Szkoła Zawodowa w Nowym Sączu, Nowy Sącz 2019. 2. Oczkowska R., Zarządzanie zasobami ludzkimi, Uwarunkowania, instrumenty, trendy, PWN 2019. 3. Noe R., Hollenbeck J., Gerhart B., Wright P. Human Resource Management, 12th Edition, Mcgraw Hill Higher Education, 2021.

4. OBJECTIVES, SYLLABUS CONTENT

<p>4.1. Subject objectives</p> <p>Lecture:</p> <p>C1. Knowledge – The student knows the basic concepts and issues in the field of HRM.</p> <p>C2. Skills – The student describes selected processes, methods and tools for personnel management in the organization; is able to indicate the advantages and disadvantages of using individual solutions in the framework of human resource management in the organization.</p> <p>C3. Social competences – The student is able to use the acquired knowledge to evaluate the personnel policies and procedures used in various organizations. Takes actions related to self-development of knowledge in the field of HRM.</p> <p>Practical classes:</p> <p>C1. Skills – The student is able to prepare tools for human resource management: job analysis, job description, career plan, evaluation sheet, interview scenario.</p> <p>C2. Skills – The student is able to conduct an interview and analyze application documents.</p> <p>C3. Skills – The student is able to identify and solve problems related to the selection, adaptation, motivation and remuneration of employees.</p>
<p>4.2. Detailed syllabus</p> <p>Lecture:</p> <p>1. Introduction to human resource management. Assumptions of the modern concept of human resource management in the enterprise. Evolution of views on the role of man in the organization. The concept of an employee in various</p>

management models: scientific, human relations and human resources.

2. Strategic human resource management. Organizational strategy and human resource management strategy
- Conditions for the development of the personnel function in the organization. Changes in the approach to the implementation of the personnel function: from administration to human capital management.
3. Human resources management process. Personnel policy and its models.
4. Organizational culture and its role in human resource management.
5. Planning and selection of personnel. Sources and methods of recruitment. Methods of selecting job candidates. Professional adaptation of the employee.
6. Employee development and training. Employee potential assessment and career path planning. Analysis of training needs, methods and techniques of employee improvement.
7. Evaluating employees. Assessment objectives, procedure, assessment techniques and tools. Evaluation interview.
8. Motivating employees in the organization. Main theories of motivation and their implications for managing people in organization.
9. Remuneration of employees in the organization.

Practical classes:

1. Human resources: concept, essence, models. Analysis of the organizational culture of the selected organization - an indication of its strengths and weaknesses, as well as the possibility of its improvement - a case study.
2. Internal and external recruitment. Case study.
Discussion of the principles and conditions of the recruitment and selection process in enterprises. Getting acquainted with the recruitment documents - job description, job advertisement, profile of the candidate sought.
3. Methods of selecting job candidates. Analysis of application documents. Preparation and simulation of job interviews.
4. Organization of human resources management. Human resource management entities. The role and tasks of the personnel department.
5. Analysis of career paths - selection of appropriate training and professional development methods. Career management. Individual development.
6. Human resources management tools in the area of the employee appraisal system.
7. Building an effective employee motivation system in the organization. Case study.
8. Personnel manager. Contemporary roles and tasks of a personnel manager. Personnel manager skills.
9. Remuneration of employees - a case study.
10. Examples of good practices in human resources management in various types of organizations operating in Poland.

4.3. Subjects' learning outcomes

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of KNOWLEDGE :		
W01	Has knowledge in the field of human resources management relating to the organization's activities related to the acquisition, development and retention of employees.	LOG1A_W01
W02	knows the concept of social structure in the context of professional structure	LOG1A_W02
W03	Characterizes organizational behavior	LOG1A_W04
in terms of SKILLS :		
U01	Has the ability to analyze logistics processes in the context of human resource management	LOG1A_U10
U02	Is able to work individually and in a team.	LOG1A_U13
In terms of SOCIAL COMPETENCES :		
K01	moves freely on the labor market and consciously makes decisions about changing employment	LOG1A_K02
K02	is ready to take on various professional roles	LOG1A_K05

Ways of verifying the achievement of the learning outcomes in question

Learning outcome	Way of verifying (+/-)									
	Written exam			Test			Activity during classes			
	Form of classes			Form of classes			Form of classes			
	W	C	...	W	C	...	W	C		
W01	+				+		+	+		
W02	+				+		+	+		
W03	+				+		+	+		
U01	+				+		+	+		
U02					+			+		

K01					+			+		
K02					+			+		

4.5. Criteria for assessing the degree of achievement of learning outcomes

Form of classes	Grade	Assessment criteria
Lecture	3	Possessed basic knowledge, skills and social competences verified by a written exam. Passed the written exam at the level of 50-60% of the maximum number of points possible to obtain, taking into account activity in classes.
	3,5	Possessed basic knowledge, skills and social competences verified by a written exam. Passed the written exam at the level of 61-70% of the maximum number of points possible to obtain, taking into account activity in classes.
	4	Possessed basic knowledge, skills and social competences verified by a written exam. Passed the written exam at the level of 71-80% of the maximum number of points possible to obtain, taking into account activity in classes.
	4,5	Possessed basic knowledge, skills and social competences verified by a written exam. Passed the written exam at the level of 81-90% of the maximum number of points possible to obtain, taking into account activity in classes.
	5	Possessed basic knowledge, skills and social competences verified by a written exam. Passed the written exam at the level of 91-100% of the maximum number of points possible to obtain, taking into account activity in classes.
Practical classes	3	The student passed the test at the level of 50-60% of the maximum possible number of points and was active during classes.
	3,5	The student passed the test at the level of 61-70% of the maximum possible number of points and was active in classes
	4	The student passed the test at the level of 71-80% of the maximum possible number of points and was active in classes
	4,5	The student passed the test at the level of 81-90% of the maximum possible number of points and was active in classes
	5	The student passed the test at the level of 91-100% of the maximum possible number of points and was active in classes

4. ECTS POINTS BALANCE - STUDENT WORKLOAD

Category	Student workload	
	Full time studies*	Part time studies*
<i>NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/</i>	67	27
<i>Participation in lectures</i>	35	15
<i>Participation in practical classes</i>	30	10
<i>Participation in the exam / test</i>	2	2
<i>STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/</i>	83	123
<i>Preparation for the lecture</i>	8	8
<i>Preparation for the practical classes</i>	80	40
<i>Preparation to the exam / test</i>	45	75
TOTAL HOURS	150	150
ECTS Credits	6	6