

MODULE DESCRIPTION

Module code	Z-ZIP-322z
Module name	Zarządzanie zasobami ludzkim
Module name in English	Human Capital Management
Valid from academic year	2016/2017

A. MODULE PLACEMENT IN THE SYLLABUS

Field of study	Management and Production Engineering
Level of education	1st degree <i>(1st degree / 2nd degree)</i>
Studies profile	General <i>(general / practical)</i>
Form and method of conducting classes	Full-time <i>(full-time / part-time)</i>
Specialisation	Business Management
Unit conducting the module	The Department of Management and Marketing
Module co-ordinator	Danuta Witczak-Roszkowska, PhD
Approved by:	

B. MODULE OVERVIEW

Type of subject/group of subjects	Specialist subject <i>(basic / major / specialist subject / conjoint / other HES)</i>
Module status	Compulsory <i>(compulsory / non-compulsory)</i>
Language of conducting classes	English
Module placement in the syllabus - semester	6th semester
Subject realisation in the academic year	Summer semester <i>(winter semester/ summer)</i>
Initial requirements	Microeconomics, Fundamentals of Management <i>(module codes / module names)</i>
Examination	Yes <i>(yes / no)</i>
Number of ECTS credit points	3

Method of conducting classes	Lecture	Classes	Laboratory	Project	Other
Per semester	15	15			

C. TEACHING RESULTS AND THE METHODS OF ASSESSING TEACHING RESULTS

Module target	The aim of the course is to acquaint students with methods, tools and procedures for human resources management in the areas of recruitment and selection, motivation to work, remuneration, constructing systems of periodic evaluations and to the principles of creation of intellectual capital in the enterprise.
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Effect symbol	Teaching results	Teaching methods (l/c/lab/p/other)	Reference to subject effects	Reference to effects of a field of study
W_01	A student has basic knowledge about systems and determinants of human resource management in companies. He knows the key concepts of human resource management.	l	K_W13	S1A_W07 S1A_W11
W_02	A student knows the key methods and human resources management in the areas of recruitment and selection, motivation, remuneration and evaluation of employees.	l/c	K_W13	S1A_W09
W_03	A student has knowledge about new concepts and methods of human resources management resulting from the socio-economic development.	l	K_W18	S1A_W11
U_01	A student is able to analyze the causes and consequences of problems of human resource management.	c	K_U01	S1A_U01
U_02	A student can use methods and instruments for solving of problems of human resources management.	c	K_U19	S1A_U05
K_01	A student is able to work with the group in solving case studies.	c	K_K04	S1A_K01
K_02	A student is aware of the validity of professional action and compliance with professional ethics.	l/c	K_K03	S1A_K04

Teaching contents:

1. Teaching contents as regards lectures

Lecture number	Teaching contents	Reference to teaching results for a module
1	Human resource management system and its determinants. The concept of human resource management. Human resource management system. External conditions of human resources management: institutional, market, socio - law, demographic, ecological. Internal factors of human resource management: business activity, strategy and organizational culture of the company.	W_01 U_01
2	Recruitment and selection of employees in enterprises. The concept of the process of recruitment and selection. Sources of recruitment. Methods of selection of candidates for the job. The predictive value of selection methods. Selection of employees by consulting firms.	W_02 U_02 K_02
3	The process of motivation to work. The concept of motivation to work. Theories of motivation to work by V. Vroom, A. Maslow, C. Alderfer, D.C. McClelland, F. Herzberg. The evolution of views on the motivations. The principles of constructing the incentive system.	W_02 U_01 U_02 K_02
4	Remuneration for work as a pro-competitive tool to motivate to work. The concept and types of remuneration for work. Motivation function of compensation. The structure of remuneration for work and the stage of development of the company. Ways to pay for the effects of individual and	W_02 U_01 U_02

	team. Works forms of remuneration for the results.	
5	Training and development of employees. The essence of training. The training process. Methods and forms of training. Evaluation of the effectiveness of training. The essence of development workers. Promoting employees. Planning career paths for workers.	W_02 U_02
6	Periodic evaluation of employees. Part 1. The essence of evaluation of employees. Purpose of the periodic evaluations of employees. Elements of the system of periodic evaluations.	W_02 U_02 K_02
7	Periodic evaluation of employees. Part 2. Methods for periodic evaluations. Principles for the evaluation of employees. Mistakes in assessing employees. Rules of conduct the evaluation interview.	W_02 U_02 K_02
8	Human resources management - challenges of the future. Human resource management in the conditions of permanent changes in your environment. Employment models in organizations - trends. Creating a learning organization. The increasing importance of intellectual capital in organizations. Areas of activity for the development and exploitation of knowledge.	W_03 U_01

2. Teaching contents as regards classes

Class number	Teaching contents	Reference to teaching results for a module
1	Recruitment and selection of employees in organizations. Case study. Simulation of the process of recruitment and selection of employees in the company X. Designing procedure for recruitment and selection. Preparation of implementation procedures for new employees.	W_02 U_01 U_02 K_01
2	Motivating employees. Solving the problem of low employee motivation in the company Drewplast S.A.- case study. The discussion on instruments of motivation to work.	W_02 U_01 U_02 K_01
3	Evaluating employees. Supplementing the questionnaire for periodic evaluations A. Wawel based on a case study. The choice of criteria and methods for evaluating employees. Simulation the evaluation interview. The discussion on most common mistakes during the the evaluation interview.	W_02 U_01 U_02 K_01
4	Staff training. Case study. Evaluation of training needs in the restructured company. The choice of training methods.	W_02 U_01 U_02 K_01
5	Paths careers. Concepts careers. Planning careers. Analysis of factors influencing the course of careers of K. Wardecki (case study).	W_02 U_01 U_02 K_01 K_02
6	Mobbing - psychological harassment in the workplace. The diagnosis of the causes and consequences of bullying in the editorial magazines - "The Call" (case study). Methods of prevention of mobbing.	W_02 U_01 U_02 K_01 K_02
7	Employee layoffs. Forms exemptions. Individual and group exemption. Analysis of the effects of redundancy for workers in the company Net (case study). Outplacement.	W_02 U_01 U_02 K_01 K_02

3. Teaching contents as regards laboratory classes

Laboratory class number	Teaching contents	Reference to teaching results for a module

4. The characteristics of project assignments

The methods of assessing teaching results

Effect symbol	Methods of assessing teaching results <i>(assessment method, including skills – reference to a particular project, laboratory assignments, etc.)</i>
W_01	Examination. The case study, group discussion.
W_02	Examination. The case study, group discussion.
W_03	Examination. The case study, group discussion.
U_01	Case study. Group discussion.
U_02	Case study. Group discussion.
K_01	Observation of students during team work.
K_02	Case study. Group discussion.

D. STUDENT'S INPUT

ECTS credit points		
	Type of student's activity	Student's workload
1	Participation in lectures	15
2	Participation in classes	15
3	Participation in laboratories	
4	Participation in tutorials (2-3 times per semester)	8
5	Participation in project classes	
6	Project tutorials	
7	Participation in an examination	3
8		
9	Number of hours requiring a lecturer's assistance	41 <i>(sum)</i>
10	Number of ECTS credit points which are allocated for assisted work <i>(1 ECTS point=25-30 hours)</i>	1.5
11	Unassisted study of lecture subjects	16
12	Unassisted preparation for classes	15
13	Unassisted preparation for tests	
14	Unassisted preparation for laboratories	
15	Preparing reports	
15	Preparing for a final laboratory test	
17	Preparing a project or documentation	
18	Preparing for an examination	10
19		
20	Number of hours of a student's unassisted work	41 <i>(sum)</i>
21	Number of ECTS credit points which a student receives for unassisted work <i>(1 ECTS point=25-30 hours)</i>	1.5
22	Total number of hours of a student's work	82
23	ECTS points per module <i>1 ECTS point=25-30 hours</i>	3
24	Work input connected with practical classes <i>Total number of hours connected with practical classes</i>	38
25	Number of ECTS credit points which a student receives for practical classes <i>(1 ECTS point=25-30 hours)</i>	1.4

E. LITERATURE

Literature list	<ol style="list-style-type: none"> 1. Torrington D., Hall L., Taylor S., <i>Human Resource Management</i>, FT Prentice Hall, England 2008. 2. Sims R.R., <i>Human Resource Management: Contemporary Issues, Challenges, and Opportunities</i>, IAP-Information Age Publishing, 2007. 3. Stredwick J., <i>An Introduction to Human Resource Management</i>, Elsevier Ltd., 2008. 4. Baron A., Armstrong M., <i>Human Capital Management: Achieving Added Value Through People</i>, Kogan Page, London and Philadelphia 2007.
Module website	