

Subject card

Subject name and code	Human Resources Management, PG_00155721						
Field of study	Management						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		7.0		
Learning profile	academic		Assessment form		exam		
Conducting unit	Zakład Zarządzania Zasobami Ludzkimi -> Department of Organisation and Management -> Faculty of Management -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr hab. Tomasz Kawka				
	Teachers		dr Joanna Litwin dr Marek Kalinowski dr hab. Tomasz Kawka				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	20.0	20.0	0.0	0.0	0.0	40
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	40		49.0		86.0	175
Subject objectives	Obtaining knowledge and skills to use it in the field of modern trends in the personnel function in the context of the phenomenon of investment in the development of the organization in the field of processes affecting human capital. Learning about the contemporary conditions of building teams and the organizational structures that affect the making of personnel decisions and learning about the factors that trigger work efficiency through HR methods. Showing the relationship between work efficiency in the field of personnel decisions and business success.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ZARZL3_W12] The student knows and understands the functions of management and the role of managers in their implementation.	Knows and understands the functions of management and the role of management staff in their implementation in the field of HR and contemporary labor market problems	[SW1] oral statement/conversation/discussion
	[ZARZL3_W11] The student knows and understands the principles of obtaining and using different types of resources in achieving the development goals of the enterprise.	Has extended knowledge in the field of social sciences with particular emphasis on HR methods and techniques supporting the development and motivation of employees	[SW4] test/exam - oral or written
	[ZARZL3_U05] The student can correctly select and apply advanced methods and tools used in management and quality sciences.	Knows the methodology of working in groups, co-creating them or managing them in the context of the competences of the organization's HR manager.	[SU8] observation of student's independent or team work
	[ZARZL3_K05] The student is ready to correctly evaluate phenomena and clearly justify his position through rational, logical and entrepreneurial use of knowledge - basing his assertions and decisions on the analysis of received information.	Has in-depth knowledge of the connections between management and quality sciences and aspects of organizational psychology and sociology in the field of personnel decisions	[SK4] test/exam - oral or written
	[ZARZL3_K08] The student is aware of and understands the need to behave in professional life in an in professional life in an ethical, sustainable and socially responsible manner.	Is aware of supplementing and expanding the acquired knowledge and skills regarding the processes, programs and methods of contemporary HR	[SK3] text preparation/written work
	[ZARZL3_W07] The student has knowledge of the evolution of views on the role of business in society and the place of man in organizations, his role in social, economic and administrative activities.	Is able to correctly interpret the socio-economic phenomena of the organization and plan activities related to the process of planning, organizing and motivating people in the work environment	[SW1] oral statement/conversation/discussion
	[ZARZL3_U07] The student is able to search for information necessary in making rational decisions of an operational and strategic nature in enterprises.	Is able to apply the acquired knowledge in the field of management and quality sciences in professional practice and manage the work of a team as a future HR specialist or HR manager	[SU2] presentation/project/paper/report
Subject contents	1. Strategic dimension of personnel management: personnel management models, essence of personnel strategy, place of personnel function in various types of organizational structures, 2. Work study: concept and phases, concept and elements of job description, qualification standards and requirements profiles, principles of creating job descriptions, 3. Recruitment of employees: concept, functions, types, sources, methods, alternatives; 3. Selection of job candidates: concept, criteria, stages, models, methods; 4. Job evaluation: concept, methods, procedure, use of results; 6. Remuneration of employees: concept, functions, criteria of differentiation, forms, components, principles of shaping basic pay, principles of shaping bonuses and awards and other components, instruments shaping remuneration; 7. Employee assessment: concept, objectives, criteria, entities assessed and assessing, frequency of assessments, methods, principles and errors of assessment, procedure of conducting periodic assessments; 8. Employee training: concept, importance of training, process stages, training needs analysis, training planning and design, training implementation, training results evaluation; 9. Career management: concept, role of the organization in planning employees' professional careers, benefits of career planning, types of professional careers, stages of career development, stages of career planning		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	The test	51.0%	75.0%
	Individual and group presentation	100.0%	25.0%

Recommended reading	Basic literature	- Juchnowicz M., Zarządzanie kapitałem ludzkim. Procesy, narzędzia, aplikacje, PWE Warszawa 2019 - Pocztowski A., Zarządzanie zasobami ludzkimi, PWE, Warszawa, 2018 - Armstrong M., Zarządzanie zasobami Ludzkimi, Wolters Kluwer Polska, Warszawa 2016 - Listwan T., Zarządzanie kadrami, CH Beck, Warszawa 2010
	Supplementary literature	- Jamka B., HR na zakręcie. Zarządzanie przez pomiar czy aktywacja kreatywności? Wolters Kluwer Polska, Warszawa 2019 - Michalczyk R., Pszczółkowski P. Analityka i wskaźniki efektywności procesów HR, Wolters Kluwer Polska, Warszawa 2020 - Wybrane zagadnienia zarządzania kompetencjami pracowników, red. M. Tyrańska, CH Beck warszawa 2021
	eResources addresses	
Example issues/ example questions/ tasks being completed	1. What are the characteristics that distinguish a person as an organizational value? 2. What is the strategic approach to human capital in an organization? 3. What are the advantages and disadvantages of internal and external selection in an organization? 4. Can motivation and motivating be based only on material tools?	
Work placement	Not applicable	

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