#### card of course

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| Subject name | Human Resources Management |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Dr Andrzej Borowski |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 4 |
| 2.3. Language of lectures | Polish |
| 2.4. Semesters in which the subject is taught | II |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | Understanding the essence of human capital management and its value to the organization |
| C2 | Learning the principles of human capital management from the moment of hiring to the moment of leaving the organization |
| C3 | Learning about human capital management models |
| C4 | Acquiring the ability to use methods and opportunities provided by the correct implementation of individual functions: planning, recruitment, selection, evaluation, development and remuneration |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | Knows and understands the key functions of HR in organizations, such as recruitment, selection, training, development, employee evaluation and compensation management | Z1\_W02  Z1\_W03  Z1\_W04  Z1\_W06  Z1\_W07 | X |  |  | X |
| W2 | Understands the role of HR in the strategic management of an organization, including achieving business goals, building competitiveness and creating a competitive advantage in the market | X |  |  | X |
| W3 | Knows and understands human capital management models | X |  |  | X |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Effectively manage employee recruitment and selection processes, using strategies and techniques to ensure candidates are properly matched to the organization's requirements | Z1\_U06  Z1\_U08  Z1\_U14  Z1\_U15  Z1\_U16 | X |  | X |  |
| U2 | Plan, design and implement training and development strategies that meet both employee needs and align with the organization's strategic goals | X |  | X |  |
| U3 | Effectively use a variety of employee assessment methods, both in terms of performance and development potential, to support career development and talent management processes | X |  | X |  |
| U4 | Create and implement motivational and remuneration systems that take into account the specifics of the organization and the needs of employees, supporting their engagement and achievement of business goals | X |  | X |  |
| U5 | Build and maintain effective relationships with employees and other organizational stakeholders through effective communication, engagement, and problem-solving skills | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Taking actions that enable the achievement of the assumed goals, appropriate for the human capital management process | Z1\_K02 | X |  | X |  |
| K2 | Work in a team, has communication skills in order to prepare and present a project in the field of human capital management | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of a lecture | Other | **ECTS points** |
| **ST** | 20 |  | 20 |  |  |  |  |  |  | 4 |
| **NST** |  |  | 10 |  |  |  |  | 10 |  | 4 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: LECTURE

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Origin, development, functions and context of ZKL. | W1, W2 | X |  |  | X |
| 2. | Strategic human capital management | W2 | X |  |  | X |
| 3. | Human Capital Management Models | W3 | X |  |  | X |
| 4. | Organization of the human resources management function | W1, W2, W3 | X |  |  | X |
| 5. | Organization of the employee development process | W1 | X |  |  | X |
| 6. | Ladder of competences in ZKL | W1, W3 | X |  |  | X |
| 7. | Elements of human capital management: planning, recruitment and selection, employee retention and motivation, career building, evaluation, remuneration | W1, W2, W3 | X |  |  | X |
| 10. | Summary of classes and discussion of grades |  | X |  |  | X |

TYPE OF CLASS: PROJECT

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | Discussion of project activities, presentation of project assumptions, determination of the schedule for its implementation.  Project topic: Human Capital Management Model | K1, K2 | X |  | X |  |
| 2. | Work on the project in the part concerning the construction of the organizational structure for the implementation of each function in the field of HCM | U2, K1, K2 | X |  | X |  |
| 3. | Work on the project in the area of employment planning and determining the forms of work provision | U1, K1, K2 | X |  | X |  |
| 4. | Work on the project in the employee recruitment section | U1, K1, K2 | X |  | X |  |
| 5. | Work on the project in the section devoted to employee selection | U1, K1, K2 | X |  | X |  |
| 6. | Work on the project in the area of employee evaluation and motivation | U3, U4, U5, K1, K2 | X |  | X |  |
| 7. | Work on the project in the part concerning the development of human capital in the organization | U2, U5, K1, K2 | X |  | X |  |
| 8. | Work on the project in the part concerning the implementation of employee remuneration | U3, U4, U5, K1, K2 | X |  | X |  |
| 9. | Presentation of projects.  Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W3 | Lecture, multimedia presentation | Written exam - test | Marked exam paper |
| SKILLS | | | |
| U1-U5 | Project work, case analysis, problem solving, team work | As part of the verification of learning outcomes, students prepare an oral presentation on the model of human capital management in the organization in which they are employed or are its owner. Students who do not work and do not have their own companies will prepare a model for a specific, selected organization. The model should present issues related to employment needs (human resources planning) and the method of recruitment and selection, development and retention of employees, motivation, assessment and remuneration. The assessment is oral. | Report on completion |
| SOCIAL COMPETENCES | | | |
| K1-K2 | Project work, case analysis, problem solving, team work | As part of the verification of learning outcomes, students prepare an oral presentation on the model of human capital management in the organization in which they are employed or are its owner. Students who do not work and do not have their own companies will prepare a model for a specific, selected organization. The model should present issues related to employment needs (human resources planning) and the method of recruitment and selection, development and retention of employees, motivation, assessment and remuneration. The assessment is oral. | Report on completion |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Klikauer Thomas, Managing people in organizations, Red Globe Press, London, 2018.
2. Rakowska Anna; Babnik Katarina, (red.), Human resources management challenges, ToKnow Press, Bangkok 2015.
3. Ludwiczyński A., Król A. (red.), Zarządzanie zasobami ludzkimi : tworzenie kapitału ludzkiego organizacji, Wydawnictwo Naukowe PWN, Warszawa, 2020

**Supplementary**

1. Belbin R. Meredith, Management teams : why they succeed or fail, Routledge New York 2010
2. Griffin Ricky W., Fundamentals of management, CENGAGE Learning, Boston 2016
3. Pocztowski A., Zarządzanie zasobami ludzkimi, PWE, Warszawa, 2018

4. Student workload - ECTS points balance

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| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **40** | **20** |
| Classes included in the study plan | 40 | 20 |
| **Student's own work** | **60** | **80** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 30 | 40 |
| Preparation for passing classes | 30 | 40 |
| **TOTAL STUDENT HOURLY LOAD** | **100** | **100** |
| **Number of ECTS points** | **4** | **4** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |