I. GENERAL INFORMATION ABOUT THE COURSE

Human Resource Management

Name of the organisational unit offering the programme:	The University College of Tourism and Ecology in Sucha Beskidzka Wyższa Szkoła Turystyki i Ekologii w Suchej Beskidzkiej
Name of the field of study and level of education:	Management – First degree (bachelor's)
Profile of education:	Practical
Major:	Not applicable
Type of module: (please specify as appropriate)	Basic / Core / Professionally oriented
Year / Semester:	II / 3
Prerequisites (resulting from the sequence of courses):	Knowledge, skills, and social competences acquired in the course Fundamentals of Management.

II. FORMS OF CLASSES AND NUMBER OF HOURS

	Lecture	Exercises	Seminar discussion	Laboratory	Workshop	Project	Seminar	Internship	Examination / Assessment	Total number of hours
Full-time studies	14	14			14				3	45
Part-time studies	8	8			8				3	27

III. TEACHING METHODS

Forms of classes	Teaching methods
Lecture / Workshop / Project:	Lecture supported by multimedia presentation and discussion. Activating exercises with presentations of selected issues in the field of human resource management in enterprises, student presentations, brainstorming techniques, case study analysis, educational games, and guided discussions.

IV. LEARNING OUTCOMES FOR THE COURSE WITH REFERENCE TO THE PROGRAMME AND DISCIPLINARY LEARNING OUTCOMES

No.	Description of the learning outcome for the course	Reference to the programme learning outcome
	Knowledge:	
P_W01	The student defines and explains detailed issues related to people management in organisations.	K1P_W06 K1P_W07

		K1P_W08 K1P_W16
P_W02	The student identifies and describes methods of human resource management and provides examples of specific HRM techniques and practices.	K1P_W07 K1P_W08 K1P_W16
P_W03	The student explains key problems and challenges in human resource management.	K1P_W06 K1P_W07 K1P_W08 K1P_W16
Skills:		
P_U01	The student applies and effectively uses selected methods and techniques of human resource management.	K1P_U04 K1P_U08 K1P_U09 K1P_U13 K1P_U14 K1P_U17
P_U02	The student develops basic skills necessary for effective and efficient management of assigned human resources.	K1P_U04 K1P_U08 K1P_U13 K1P_U14 K1P_U17
P_U03	The student is able to anticipate the effects of applied HRM methods and assess the appropriateness of implemented HRM solutions.	K1P_U01 K1P_U04 K1P_U08 K1P_U09 K1P_U13 K1P_U14
Social competences:		
P_K01	The student is ready to develop and effectively utilise interpersonal abilities in the process of managing human resources.	K1P_K06 K1P_K07

V. COURSE CONTENT

No.	Lecture:	Reference to the programme learning outcome
W1	Issues, objectives, and determinants of human resource management.	P_W01
W2	Concepts of human resource management.	P_W01, P_W02, P_W03, P_U01
W3	Organisation of HRM processes.	P_W01, P_W02, P_W03
W4	Planning and staffing within organisations.	P_W01, P_W02, P_W03, P_U01
W5	Performance appraisal in people management.	P_W01, P_W02, P_W03, P_U01
W6	Motivation in organisations.	P_W01, P_W02, P_W03, P_U01
W7	Personnel development policies in organisations; employee training.	P_W01, P_W02, P_W03, P_U01
W8	Employee turnover and departures.	P_W01, P_W03

No.	Excersises / Workshop:	Reference to the programme learning outcome
T1	Workforce planning: recruitment and selection.	P_W01, P_U01, P_U02, P_K01
T2	Organisation of the HR department.	P_U01, P_U02, P_K01
T3	Designing employee appraisal systems.	P_U01, P_U02, P_K01
T4	Competence gap analysis and training preparation.	P_U01, P_U02, P_K01
T5	Analysis of the effectiveness of motivational tools.	P_U01, P_U02, P_K01
T6	Employee firing processes – preparing for dismissals.	P_U01, P_U02, P_K01
T7	The manager's role in HRM.	P_U01, P_U02, P_K01
T8	Ethics in HRM.	P_U01, P_U02, P_K01
T9	Workforce planning: recruitment and selection (practical case).	P_U01, P_U02, P_K01

VI. METHODS OF VERIFYING LEARNING OUTCOMES

Learning outcomes	Verification method	Form of classes in which the learning outcome is verified
Knowledge:		
P_W01	Written exam.	Lecture
P_W02	Written exam, oral response, observation.	Lecture, exscersises
P_W03	Written exam, project, presentation, group task, observation.	Lecture, exscersises, workshop
Skills:		
P_U01	Written exam, presentation, oral response, group task, observation of task execution.	Lecture, exscersises, workshop
P_U02	Written exam, presentation, oral response, group task, observation of task execution.	Lecture, exscersises, workshop
P_U03	Presentation, oral response, group task, observation of task execution.	Lecture, exscersises, workshop
Social competences:		
P_K01	Presentation, oral response, group task, observation of task execution.	Wykład, ćwiczenia, warsztat

Final (summative) assessment:

The final grade consists of the evaluation of practical group tasks performed during classes, observation of task execution, and presentation of group work results (1/3), as well as the final written exam (2/3).

VII. ASSESSMENT CRITERIA FOR ACHIEVED LEARNING OUTCOMES

Learning outcomes	**Fail (2.0)** The student does not know, does not understand, is unable to, or is not ready to:	**Satisfactory range (3.0–3.5)** The student knows, understands, is able to, and is ready to:	**Good range (4.0–4.5)** The student knows, understands, is able to, and is ready to:	**Very good (5.0)** The student knows, understands, is able to, and is ready to:
P_W01	Define and explain detailed issues related to people management in organisations.	Partially define detailed issues related to people management in organisations.	Define and explain issues related to people management in organisations.	Define and explain issues related to people management in organisations, providing their own interpretation of these issues.
P_W02	Identify and describe methods of human resource management and provide examples of HRM solutions and techniques.	Partially identify or describe methods of human resource management.	Identify or describe methods of human resource management.	Identify and describe methods of human resource management and provide examples of HRM solutions and techniques used in organisational decision-making.
P_W03	Explain problems related to human resource management.	Explain basic problems related to human resource management.	Explain problems related to human resource management.	Explain problems related to human resource management and assess their impact on the organisation.
P_U01	Apply and effectively use selected HRM methods and techniques.	Use selected HRM methods and techniques.	Apply and effectively use selected HRM methods.	Apply and effectively use selected HRM methods and techniques.
P_U02	Develop basic skills of effective and efficient management of assigned human resources.	Develop fundamental skills of effective management of assigned human resources.	Develop basic skills of effective and efficient management of assigned human resources.	Develop basic skills for effective and efficient management of assigned human resources and assess their impact on the organisation.
P_U03	Anticipate the effects of applied HRM methods or assess the validity of implemented HRM solutions.	Anticipate certain effects of applied HRM methods.	Anticipate the effects of applied HRM methods and assess the appropriateness of implemented HRM solutions.	Anticipate the effects of applied HRM methods, assess the validity of implemented HRM solutions, and propose their own improvement or optimisation ideas.
P_K01	Organise team work or communicate effectively with the team they cooperate with.	Communicate with the team they cooperate with.	Organise team work and communicate effectively with the team they cooperate with.	Organise team work and communicate effectively with the team they cooperate with, taking responsibility for the assigned tasks.

VIII. STUDENT WORKLOAD – HOURS AND ECTS BALANCE

Type of ECTS activity	Student workload	
	Full-time studies	Full-time studies
Participation in teaching activities (lectures, exercises, conversation classes, projects, laboratories, workshops, seminars) – TOTAL number of hours – from section II	42h	24h
Examinations / Assessments	3h	3h

Participation in consultations	4h	2h
Project / Essay / Case study / Practical task	8h	8h
Independent preparation for classes	10h	30h
Preparation for course assessments	8h	8h
Total student workload (25 hours = 1 ECTS) TOTAL hours / ECTS	75 h / 3 ETCS	75 h / 3 ETCS
Student workload within classes involving direct contact with the lecturer	49 h /2 ECTS	29 h / 1,2 ECTS
Student workload within classes of a practical nature	-/-	-/-
Student workload within classes related to professional training	50 h / 2 ECTS	50 h / 2 ECTS
Student workload within classes related to research preparation	-/-	-/-

IX. COURSE LITERATURE AND OTHER TEACHING MATERIALS

Basic literature:

- Król H., Ludwiczyński A., Zarządzanie zasobami ludzkimi, PWN 2019
- Armstrong M., Taylor S, Zarządzanie zasobami ludzkimi, Wolters Kluwer, Kraków 2016.
- Listwan T., (red.), Zarządzanie kadrami, C. H. Beck, Warszawa 2010.
- Moczydłowska J., Zarządzanie zasobami ludzkimi w organizacji, Difin, Warszawa 2011.
- Pocztowski A., Zarządzanie zasobami ludzkimi. Zarys problematyki i metod, PWE, Warszawa 2007.

Supplementary literature:

- Białas S., Zarządzanie zasobami ludzkimi w otoczeniu międzynarodowym, PWN, Warszawa 2013.
- Borkowska S., Skuteczne strategie wynagrodzeń Tworzenie i zastosowanie, Wolters Kluwer, Warszawa 2012.
- Kowalewski K., Moczydłowska J., Nowe koncepcje zarządzania ludźmi, Difin, Warszawa 2014.
- Pawlak Z., Zarządzanie zasobami ludzkimi w przedsiębiorstwie, POLTEXT, Warszawa 2011.
- Listwan T. (red.), Sułkowski Ł. (red.), Metody i techniki zarządzania zasobami ludzkimi, Difin, Warszawa 2016.