

COURSE DESCRIPTION

University: University of Presov	
Faculty/university workplace: Faculty of Management and Business	
Code: 7KMN/HRMG-ER/24	Course title: Human Resource Management
Type, scope and method of educational activity: Type of educational activities: lectures, seminars Scope of educational activities: 2h lecturer /1h seminar per week Method of educational activities: combined Lectures - possibility of distance form up to 70% Lectures - possibility of distance form up to 30%	
Number of credits: 8	
Recommended semester: 3 rd year 2 nd semester	
Study grade: 1.	
Prerequisites:	
Conditions for passing the course: Continuous evaluation: Activity and fulfillment of tasks at seminars (50%) Credits will be awarded to a student who has successfully completed the course and completed the assigned tasks during the semester. The number of points he can get during the semester is 50 points (25 points for the project, 15 points for the written check and 10 points for the activity). Final evaluation: Assessment and completion of the course: Exam Overall rating: A 100.00 - 90.00%; B 89.99 - 80.00%; C 79.99 - 70.00%; D 69.99 - 60.00%; E 59.99 - 50.00%; FX 49.99 and less%.	
Learning outcomes: The graduate of the course will acquire knowledge, skills and competences. Knowledge: The graduate of the course will be proficient in declarative and operational knowledge, acquired, internalized knowledge: <ul style="list-style-type: none"> - acquire the necessary terminological apparatus, components of personnel strategy, organisation and tasks of the HRM; - understand the issues related to a range of HRM-related practice development; - understand the need for HRM in practice and how to ensure that this need is met by other departments in the enterprise; - know the possible role of the human resources management unit and its competences, 	

- define the subjects of human resources management;
- describe the activities of the unit and the distribution of work tasks between the different job roles;
- understand the importance of HR planning and be able to apply this process in the production of the required documents;
- describe the different activities of the staffing process;
- characterise the different forms of staff adaptation;
- be familiar with the formal and informal staff appraisal process;
- define methods and forms of staff training;
- explain the use of intra- and extra-company mobility of workers from the active and passive side;
- characterise the nature of individual and collective employment relationships and the social care options within these relationships;
- explain the differences between working time, working hours and rest periods and describe the requirements for the beginning and end of working time.

Skills:

The graduate of the Human Resource Management course will be able to:

- Apply the components of HR strategy;
- produce the required job analysis documents;
- Evaluate individual HR practices with an emphasis on more efficient processes;
- ensure the process of staff appraisal both practically and formally;
- develop and evaluate the documents required in the recruitment, selection and selection process and manage these processes;
- develop training plans and programmes;
- develop career development plans;
- apply employee care options and assist in the development of the necessary documents;
- develop and manage a portfolio of employee benefits;
- design various options and situational trends used for specific human resource management needs (homeoffice options, offshoring, talent management, online testing, etc.),
- suggest different situational trends, help other departments to ensure the necessary application of process assurance with an emphasis on efficient work execution e.g. homeoffice option, online testing.

Competencies:

The graduate of the Human Resource Management course has the ability and competence to:

- Acquiring, forming, functioning, using, organizing personnel work, working abilities of individuals,
- evaluate the relationship to the work performed, the enterprise and co-workers;
- demonstrate the ability to evaluate the personal and social development of HR;
- competence in the application of appropriate procedures and methods in working with people;
- understand career anchors and recognise career structures;
- produce the required documents used in individual HR practices;
- Perform all activities where the focus is on employees and where synergy is involved with other functional areas.

Course content:

1. Fundamentals and developmental concepts of personnel work. Definition, objectives, tasks of HRM. HRM as an integral part of enterprise management. Concepts of HRM in the world. Development stages of HRM.
2. HR strategy. Activities of HR strategy. HR philosophy, HR policies, programs and practices.
3. Organisation of HR work. HRM unit. Types and structure of departments. Tasks and organisation of work. Profile of the HR manager. Contribution of the unit to the success of the organisation.
4. Human resource planning - purpose, process, areas of planning, importance. The position of personnel planning (and the plan) in the planning of the organization.
5. Job design, redesign and analysis - purpose, process, products: job description and specification of job holder requirements, importance and measures of success.
6. Human Resource Provision (sourcing, selection, recruitment and orientation) - purpose, process, importance and measures of success.
7. Internal and external staff mobility - qualitative and quantitative aspects of mobility. Promotion, reassignment, downgrading. Active and passive side of deployment.
8. Staff appraisal and remuneration - purpose and nature of appraisal, formal, informal, complex appraisal, principles, problems and errors of appraisal, importance and measures of appraisal success. Remuneration system, wage and non-wage reward system.
9. Staff training and development, training system in the organization, purpose, development of training plans and career planning, importance and success measures.
10. Management of labour relations and care of workers. Individual and collective labour relations. Social care of workers.
11. Recording and scheduling of working time and rest periods. Start and end of working time.
12. Current practices and trends in human resource management. Positives and negatives of different practices (offshoring, online testing, homeoffice, etc.)
13. Repetition and discussion

Recommended literature:

- BEARDWELL, J. and THOMPSON ,A.2014. Human Resource Management ; A Contemporary Approach. Person Education Limited, Harlow UK. ISBN 978-1-292-00272-9.
- COCUŢOVÁ, J., SVETOZAROVÁ, N., BERTOŮVÁ, D. 2020. Analysis of factors determining the implementation of talent management. In: Marketing and Management of Innovations. ISSN 2218-4511. č. 3, s. 249-256.
- CRAWSHAW,J.R.,BUDHWAR,P and DAVIS A.2014. Human resource management. Strategic and International Perspectives. Sage Publications London. ISBN 978-1-4462-7079-0.
- LAWLER, E.E., BOUDREAU, J.W., LAWLER, E.E.III, BOUDREAU, J. 2015. Global Trends In Human Resource Management: A Twenty-Year Analysis. Stanford: Stanford University Press, 2015. ISBN 978-0-8047-9455-8.
- MACHADO, C. 2019. Sustainable Human Resource Management: Policies and Practices. Gistrup: River Publishers, 2019. ISBN 978-87-7022-119-1.
- MARCHINGTON, M and WILKINSON,A. 2015. Human Resource Management at Work. Published by Chartered Institute of Personal and Development London . ISBN 978-1-84398-267-8.

Language which is necessary to complete the course: English language

Notes:

20% of the workload - participation in teaching (lectures and exercises)

20 % of the workload - preparation and work on the seminar project

10 % of the workload - successful presentation and defence of the seminar project

50 % of the workload - self-study, exam preparation

Course evaluation

Total number of students evaluated: 34

A	B	C	D	E	FX
68%	3%	21%	3%	6%	0%

Lecturers:

doc. Ing. Viktória Ali Taha, PhD., garant

doc. Mgr. Nella Svetozarovová, PhD., lecturer, examiner

Date of last change: XX.X.XXXX

Approved by:

doc. Ing. Viktória Ali Taha, PhD.