

1.	Field of study	Human Resource Management in Organisation
2.	Faculty	Faculty of Social Sciences
3.	Academic year of entry	2023/2024 (winter term), 2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7. General information about the module	
Module name	Podstawy zarządzania zasobami ludzkimi
Module code	W3-ZZ-N1-PZZL
Number of the ECTS credits	5
Language of instruction	Polish
Purpose and description of the content of education	The module aims to help students with the issues of the modern approach to the implementation of the personnel function in organizations, acquire knowledge about HR processes, get to know selected human resource management instruments, and acquisition the ability to use them.
List of modules that must be completed before starting this module (if necessary)	not applicable

8. Learning outcomes of the module			
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
K01	he is enterprising, able to determine the priorities of the organization, and participates in the processes of human resources management and other technological and social processes serving the proper functioning and development of the organization, taking into account ethical attitudes and social responsibility of the organization	K01 K02 K03 K04 K05	4 5 5 3 2
U01	has the ability to formulate, analyze and solve problems related to the functioning of the organization and individuals and groups within the organization based on acquired theoretical knowledge in the field of sciences related to the field of study	U01 U02 U03 U08 U09	5 3 4 4 3
W01	has knowledge of the strategic and operational management of the social potential of the organization. Understands the importance of the social potential of the organization and its impact on the effectiveness and efficiency of activities and the value and social significance of the organization	W01 W02 W03 W04 W06	4 3 4 2 3

		W09	4
		W11	2
W02	has knowledge of the processes of planning, shaping, development, and optimization of the use of human resources in organizations of three sectors. Knows and understands issues in the field of recruitment and selection, motivation, competence development, building individual careers in connection with the path of organization development, employee control, and evaluation, adaptation processes of employees in the organization, and management of the optimal level of employment and change management	W01	5
		W02	4
		W03	5
		W04	3
		W06	5
		W07	3
		W11	3
		W12	3

9. Methods of conducting classes		
Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture <i>a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided</i>
a04	Lecture methods / expository methods	Lecture-speech <i>a lecture variant; an oral presentation of lecture content which has been prepared in writing; a lecture-speech can be delivered by the person teaching the course or an invited guest</i>
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
b07	Problem-solving methods	Activating methods: a case study <i>a comprehensive description of a phenomenon connected with the selected discipline; reflecting the reality, presenting the 'what', 'where' and 'how' of the phenomenon, i.e., all of its key aspects to be discussed in class; used as a reproduction, presentation, discussion or diagnosis of factors that shape the phenomenon or interact with it; an in-depth qualitative analysis and evaluation of a selected phenomenon</i>
b10	Problem-solving methods	SWOT analysis <i>a method of analyzing a phenomenon/action/work of an institution, employed to organize information and solve problems; applied in strategic planning, project implementation or solving a business or organizational problem; a universal tool to be used in the initial stage of a strategic analysis which involves sorting information about a problem into four categories: strengths and weaknesses, opportunities and threats; SWOT analysis makes it possible to determine the factors in favour of a project and its chances for success, as well as eliminating or reducing negative factors and threats to the project at the stage of early diagnosis</i>
c07	Demonstration methods	Screen presentation <i>a presentation of synthetic image content using computer graphics, e.g., a series of slides or other multimedia forms, usually accompanied by a commentary; typical components of a screen presentation include text organized into bulleted points, charts, images and animations, sometimes sound effects or music; a multimedia illustration of course content presented in the form of a projected image</i>

f02	Methods of self-learning	Individual work with a text <i>searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue</i>
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10. Forms of teaching

Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
01	lecture	20	exam	W01, W02	a01, a04, c07
02	practical classes	20	course work	K01, U01, W01, W02	b04, b07, b10, f02

11. The student's work, apart from participation in classes, includes in particular:

Code	Category	Name (description)	Is it part of the BUNA?
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion <i>a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course</i>	Yes
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes <i>reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes</i>	Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.