University of Silesia in Katowice

1.	Field of study	Administration
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2024/2025 (winter term), 2025/2026 (winter term)
4.	Level of qualifications/degree	second-cycle studies
5.	Degree profile	general academic
6.	Mode of study	part-time

7.	General information about the module	
Module name		**HR management**
Module code		zzl_a2_04
Number of the ECTS credits		3
Language of instruction		Polish
Purpose and description of the content of education		The course covers issues in the implementation of the personnel function in enterprises, as well as human capital management and employee development in organisations. During the course, the student becomes acquainted with the basic elements of HRM and modern methods of employee management. He/she develops competences in the field of practical skills preparing for the use of knowledge in professional work in the field of employee recruitment as well as their motivation or building a career path. He/she learns about the determinants of soft management and management styles in the context of shaping employee structures in a company.
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	the student is able to cooperate in a group, to independently and critically complement the knowledge in the field of HRD		K_K02	4
			K_K05	2
U01	students will be able to prepare, carry out, develop the basic elements of the recruitment and selection process		K_U01	3
			K_U09	3
U02	the student is able to diagnose the company's needs in terms of HRM		K_U05	3
			K_U07	4
W01	the student has knowledge of terminology, theory and methodology relating to staff appraisal methods and company development activitie		K_W04	3
			K_W14	4

9.	Methods of conducting classes	
Code	**Category**	**Name (description)**
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture *a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a*

					passive reception of the information provided

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	16	course work	K01, U01, U02, W01	a01

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

Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation *reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes*	No
a02	Preparation for classes	Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No
a03	Preparation for classes	Developing practical skills *activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)*	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus *agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation*	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation *developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes*	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class *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*	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion *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*	No

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.