**SYLLABUS**

**regarding the qualification cycle FROM 2024 TO 2025**

1. Basic Course/Module Information

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| --- | --- |
| Course/Module title | Human Resources Management (Cross-Cultural Aspects) |
| Course/Module code \* |  |
| Faculty (name of the unit offering the field of study) | College of Social Sciences  |
| Name of the unit running the course | Institute of Economics and Finance |
| Field of study | Economics |
| Qualification level  | Master's degree |
| Profile | General academic |
| Study mode | undergraduate |
| Year and semester of studies | winter semester |
| Course type | tutorials |
| Language of instruction | English |
| Coordinator | Sławomir Dybka, PhD |
| Course instructor | Sławomir Dybka, PhD |

\* - as agreed at the faculty

1.1.Learning format – number of hours and ECTS credits

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester(n0.) | Lectures | Classes | Colloquia | Lab classes | Seminars | Practical classes | Internships | others | **ECTS credits**  |
| winter |  | 30 |  |  |  |  |  |  | 5 |

1.2. Course delivery methods

- conducted in a traditional way

- involving distance education methods and techniques

1.3. Course/Module assessment (exam, pass with a grade, pass without a grade)

pass with a grade

2. Prerequisites

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| Based on the theory organization and management. |

3. Objectives, Learning Outcomes, Course Content, and Instructional Methods

3.1. Course/Module objectives

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| --- | --- |
| O1 | To familiarize students with the operation of the organizations in the area of human resource management |
| O2 | Gain knowledge in the field of acquisition, maintenance and development of human resource |
| O3 | An understanding of the theory and techniques used in management of human resource. |

3.2. Course/Module Learning Outcomes (to be completed by the coordinator)

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| --- | --- | --- |
| Learning Outcome | The description of the learning outcome defined for the course/module | Relation to the degree programme outcomes |
| LO\_01 | Define and understand basic concepts in the field of human resources management area | S1A\_W01  |
| LO\_02 | Apply theoretical economics knowledge in resolving basic economic issues (HRM area) | S1A\_U01  |
| LO\_03 | Manifest disposition for independent learning process and work organization in management area  | S1A\_K03 |

**3.3. Course content (to be completed by the coordinator)**

1. Lectures

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| Content outline |
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1. Classes, tutorials/seminars, colloquia, laboratories, practical classes

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| Content outline  |
| Introduction: Case study: One day from HR department life (identification tasks, problems)  |
| Planning human resources in the organization, job description: why do we need a new employee in your organization? |
| Recruitment - basic methods and techniques: how can we hire a new employee to work? |
| Selection - choosing the right employee for the right job: CV- my chance for employment |
| Planning human resources – the best useful model  |
| Motivation - types and ways to develop appropriate attitudes employee (motivation 3.0) |
| What motivate young people from different country- working in international team  |
| Employee Training – what is better for organization: sent the new employee for training or find very educated new worker on labor market? (discussion) |
| Assessment – evaluation the employee to be effective (questionnaire, meeting with boss self-assessment) |

3.4. Methods of Instruction

Multimedia presentation, group work & reports (problem solving, case study, discussion)

4. Assessment techniques and criteria

4.1 Methods of evaluating learning outcomes

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| --- | --- | --- |
| Learning outcome | Methods of assessment of learning outcomes (e.g. test, oral exam, written exam, project, report, observation during classes) | Learning format (lectures, classes,…) |
| LO-01 | Test, group work reports & discussion, observation | classes |
| LO-o2 | Test, group work reports & discussion, observation | classes |
| LO-o3 | Test, group work reports & discussion, observation | classes |

4.2 Course assessment criteria

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| Test with minimum 51% correct answers. Additional 2 points for group work reports. Grades proportional with points. |

5. Total student workload needed to achieve the intended learning outcomes

– number of hours and ECTS credits

|  |  |
| --- | --- |
| Activity | Number of hours |
| Scheduled course contact hours | 30 |
| Other contact hours involving the teacher (consultation hours, examinations) | 2 |
| Non-contact hours - student's own work (preparation for classes or examinations, projects, etc.) | 93 |
| Total number of hours | 125 |
| Total number of ECTS credits | 5 |

\* One ECTS point corresponds to 25-30 hours of total student workload

6. Internships related to the course/module

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| --- | --- |
| Number of hours |  |
| Internship regulations and procedures |  |

7. Instructional materials

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| Compulsory literature:Edwards T. , Rees C., International Human Resource Management, Pearson Education Limited, 2021Zielińska-Chmielewska A., Human resources management: a coursebook for students, Uniwersytet Ekonomiczny w Poznaniu, Poznań, 2016 |
| Complementary literature: Matuska E., Human resources management in a modern company : the handbook for students of management and human resources practitioners, Wyższa Szkoła Administracji i Biznesu im. E. Kwiatkowskiego w Gdyni, Gdynia, 2014 |

Approved by the Head of the Department or an authorised person