

Title (Organizacja i funkcjonowanie działu kadr)	Code 1011102331011170919
Field Management - Full-time studies - Second-cycle studies	Year / Semester 2 / 3
Specialty Marketing and Enterprise Resources Management	Course elective
Hours Lectures: 1 Classes: 15 Laboratory: - Projects / seminars: -	Number of credits 2
	Language polish

Lecturer:

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Faculty:

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Status of the course in the study program:

- optional subject

Assumptions and objectives of the course:

- To acquaint students with functioning of personnel.

Contents of the course (course description):

- Subjects of personnel function. Employment plan. Training and development plan. Forms of recruitment. Placement. Internal regulations. Personal files. Circulation of staff documents. Contract of employment. Record of working time. Record of employee vacation leave. Evaluation techniques. Reorganization (dismissal, group redundancies). Employment certificate. Protection personal data. Archive.

Introductory courses and the required pre-knowledge:

- Basic knowledge of secondary school.

Courses form and teaching methods:

- lectures with multimedia and classes

Form and terms of complete the course - requirements and assessment methods:

- written form

Basic Bibliography:

Additional Bibliography: