

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Organization and Functioning of Human Resources Department</b>		Code <b>1011105231011105029</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>Marketing and Company Resources</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: <b>14</b> Classes: <b>10</b> Laboratory: <b>-</b> Project/seminars: <b>-</b>		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b> dr Agnieszka Krugielka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań		<b>Responsible for subject / lecturer:</b> dr Agnieszka Krugielka email: agnieszka.krugielka@put.poznan.pl tel. 61 665 34 01 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	The student has a basic knowledge of the typical structures and legal institutions, methods and tools appropriate in the field of Human Resources Management.
2	<b>Skills</b>	The student has a basic ability to analyze solutions for specific legal problems and proposes solution in this regard.
3	<b>Social competencies</b>	The student understands and is aware of the proceedings only in accordance with ethical standards and legal requirements.
<b>Assumptions and objectives of the course:</b> -The aim of the course is to acquaint the student with the aspects of the law on the organization and functioning of the human resources department.		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. The student has knowledge of the characterization of the legal problems of the functioning of the human resources department - [K2AW12]		
2. Student recognizes the legal effects on the functioning of the human resources department. - [K2AW12]		
3. The student selects the appropriate legal tools to carry out tasks in the field of personnel policy. - [K2AW12]		
<b>Skills:</b>		
1. The student is able to use the legal acts. - [K2AU01]		
2. The student is able to analyze and solve legal problems of organization and functioning of the human resources department - [K2AU04]		
3. The student is able to make personal decisions on the basis of labor law. - [K2AU05]		
<b>Social competencies:</b>		
1. The student is aware of the importance of performing professional duties with respect for the law - [K2AK03]		
2. The student understands the need for social awareness against violations of the rights of others, in particular in labor relations - [K2AK05]		
3. The student understands the need for ethical standards and legal - [K2AK02]		
<b>Assessment methods of study outcomes</b>		

<p>The lectures compiled with a written test.          Discussing the presented subjects, role playing (recruitment proces, dismissal, getting a rise)          Excercises - presentation of the selected topic, two scenarios (interview, interview after the 360 ??assessment, conversation about the raise (employee-supervisor relationship, dismissal of the employee).          Methods - test, discission, presentation, role playing.</p>		
<b>Course description</b>		
<p>The Organizing personal functions in the company (the place and role of the personnel department in the company, the legal basis for the functioning of the human resources department, the competence of the personnel department).          Monitoring of staff movements in the company and workforce planning (identifying staffing needs, workforce planning, staff mobility within the enterprise, planning and organization of training).The recruitment process (organizing the recruitment process, conducting competitions for vacant clerical positions).Conclusion of employment contracts (types of employment contracts, civil contracts, flexible forms of employment, the analysis of the sample contracts and civil law contracts).          Timesheets (systems of working hours, work in continuous motion, rest periods, overtime, night work, the card records of time).          The Evaluation of the employee (evaluation criteria sheet individual employee assessment, frequency of assessment).Documentation of annual leave (vacation leave, the rules for granting annual leave, leave planning, recording holiday leave).          Changes in the organizational structure of the company (individual and group dismissal, documentation related to the termination of employment).          Document archiving and management of personal data of employees (secretarial instruction, uniform tangible list of files, responsibilities for administering the personal data of employees).</p>		
<b>Basic bibliography:</b>		
<ol style="list-style-type: none"> <li>1. 1. Kodeks Pracy, C.H Beck 2016</li> <li>2. T. Listwan, Zarządzanie kadrami, C.H. Beck, Warszawa 2010</li> <li>3. G.Bartkowiak, A. Krugielka, Społeczna odpowiedzialność w sferze zatrudnienia. Uwarunkowania i korzyści dla pracownika i organizacji, Wydawnictwo GSW Milenium, Gniezno 2012</li> <li>4. . M. Sidor- Rządowska, Kompetencyjne systemy ocen pracowników, Wolters Kluwier 2011</li> </ol>		
<b>Additional bibliography:</b>		
<ol style="list-style-type: none"> <li>1. Synder D.,Zatrudniaj mistrzów. Sekrety poszukiwania i selekcjonowania wybitnych pracowników, Wolters Kluwer,</li> <li>2. . Personel Plus, Miesięcznik, INFOR - wybrane numery</li> </ol>		
<b>Result of average student's workload</b>		
<b>Activity</b>	<b>Time (working hours)</b>	
1. Lectures	14	
2. Excercises	10	
3. Consultations	10	
4. Test	2	
5. Presentations	2	
6. Role- playing	2	
<b>Student's workload</b>		
<b>Source of workload</b>	<b>hours</b>	<b>ECTS</b>
Total workload	40	2
Contact hours	26	1
Practical activities	10	1