

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Personnel Audit		Code 1011105231011105032
Field of study Engineering Management - Part-time studies -	Profile of study (general academic, practical) (brak)	Year /Semester 2 / 3
Elective path/specialty Marketing and Company Resources	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: Second-cycle studies	Form of study (full-time, part-time) part-time	
No. of hours Lecture: - Classes: 10 Laboratory: - Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art		ECTS distribution (number and %)
Responsible for subject / lecturer: PhD.DSc. Eng.Magdalena Wyrwicka email: magdalena.wyrwicka@put.poznan.pl tel. 61 665 33 69 Faculty of Engineering Management Poland, Poznań, Strzelecka Str.11		Responsible for subject / lecturer: dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. 61 665 33 69 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Basic of HR management
2	Skills	Analytical skills
3	Social competencies	Knowledge of communication rules
Assumptions and objectives of the course: - Creating of Personnel Audit System for a chosen enterprise		
Study outcomes and reference to the educational results for a field of study		
Knowledge: 1. Student knows the significance of HR in business activity (ethical and cultural aspects) - [K2A_W06] 2. Student understand the relationship between management and cotext knowledge - [K2A_W01]		
Skills: 1. Student can use knowledge about personnel audit in company - [K2A_U06] 2. Student can give new ideaa to solve personnel problems - [K2A_U07]		
Social competencies: 1. Student can find premisses of personnel problems - [K2A_K03] 2. Understanding a need of work in teams - [S2A_K06]		
Assessment methods of study outcomes		
- activities during classes - team work presentations,		
Course description		
Stages in audit of HR systems. Audit in order to effectiveness of the human resource activities, to function by rules, to ascertain how they contribute to organizational tasks or strategic goals. Student team should prepare audit procedure for the		

chosen company, assess the effectiveness of all aspects of HR function within the business and prepare report of audit.		
Methods: workshop, project		
Basic bibliography:		
1. Armstrong M., Zarządzanie zasobami ludzkimi, Wolters Kluwer Business, Kraków 2008.		
2. Listwan T. (red.), Słownik zarządzania zasobami ludzkimi, C.H. Beck, Warszawa 2005.		
3. Wyrwicka M., Grzelczak A., Krugielka A. Polityka kadrowa przedsiębiorstwa Wyd. Politechniki Poznańskiej, Poznań 2010.		
4. Wyrwicka M.K., Grzelczak A.U., Audyt personalny, Wyd. Politechniki Poznańskiej, Poznań 2011.		
Additional bibliography:		
1. Listwan T. (red.), Zarządzanie kadrami, wyd 2. uzup., Wyd. C.H. Beck, warszawa 2004.		
2. Sutherland J., Canwell D.: Klucz do zarządzania zasobami ludzkimi. Najważniejsze teorie, pojęcia, postaci, PWN, Warszawa, 2007		
3. Tarnawska I., Zajdul W., Krajowy standard kwalifikacji zawodowych, Ministerstwo Pracy i Polityki Społecznej, departament Rynku Pracy, Warszawa 2007		
Result of average student's workload		
Activity	Time (working hours)	
1. Seminars	10	
2. Team work	25	
3. Consultation	15	
Student's workload		
Source of workload	hours	ECTS
Total workload	50	2
Contact hours	30	1
Practical activities	20	1