

Information sheet for the course

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: KMaREZ/ManLZ1/2lz1dA/22	Course unit title: <i>Human resources management I</i>
<p>Type, scope and method of learning activities: <i>Weekly number of teaching hours in the form of lectures, seminars: full-time form 2/2;</i> <i>Teaching method: face to face / combined</i></p> <p><i>Weekly number of teaching hours in the form of lectures, seminars: part-time form 2/2;</i> <i>Teaching method: face to face / combined</i></p>	
Number of credits: 6	
Recommended semester/trimester of study: <i>1st semester in the full-time form of study and 1st semester in the part-time form of study within the Human Resources and Personnel Management study program</i>	
Degree of study: <i>II. (Master)</i>	
Course prerequisites:	
<p>Assessment methods: <i>A student may receive a maximum of 100 points in total, including 40 points for the preliminary assessment and 60 points for the final assessment.</i> <i>The preliminary assessment consists of:</i> <i>- for activities in seminars within the full-time study (short reports of texts read for presentations at seminars) the student will receive a maximum of 40 and a minimum of 25 points.</i> <i>The final assessment consists of:</i> <i>- the rest as a maximum of 60 and a minimum of 35 points will be obtained in an oral examination.</i> <i>Assessment:</i> <i>A from 100-93 points; B from 92-85 points; C from 84-76 points; D from 75-68 points; E from 67-60 points, Fx less than 60 points.</i></p>	
<p>Learning outcomes: <i>After completing the course, the student will gain theoretical knowledge of the laws of economic, social and technological development, about the conditions of the emergence and development of personnel management in enterprises. Graduates of this course will acquire basic knowledge about the factors that caused the need for a special, as distinct from production management, management of people in production enterprises and other organizations. The student will understand the context of economic, social and technological processes from a historical perspective and the basic conditions for the emergence of new economic and social phenomena and processes. The student will be able to navigate in a complex interweaving of social processes, correctly interpret their essence, historical patterns, adequately explain them and, after analogy, will be able to detect and observe new phenomena and regularities in modern economic, social processes and in personnel management. By completing the course the student will acquire the following knowledge, skills and competences:</i> <i>Theoretical knowledge:</i> <i>- Explain the purpose and goal of personnel management.</i> <i>- Define the methods of recruiting employees.</i> <i>- Describe standard management techniques in the people management process, define the evaluation and define and define employee management and motivation systems.</i></p>	

- Describe employee career development, forms and opportunities for further education.
- Specify methods, principles of andragogy used in adult education.
- Analyze the conditions and contexts influencing the laws of development of the concept of human resources in terms of current trends in the labor market.
- To apply specific methods and approaches of human resource management in organizations corresponding to these conditions and contexts.
- Apply adult lifelong learning methods in different types of organisations and institutions.
- Have knowledge of the historical context and conditions of the emergence and development of labour law and personnel management;
- Understand the basic laws of the processes of development of personnel management by cross-section from the past to the present.

Practical skills:

- Systematically collect and evaluate information on the content of work, its conditions and requirements of the job holders, as well as to continuously update updating of all information.
- Manage and plan the careers of staff so as to prepare the necessary number of qualified employees and at the same time to profile the growth of individuals in the organisation.
- Establish policies, processes and procedures for rewarding employees in relation to their contribution, competencies and value to the organization; apply principles of employee related costing; establish a payroll budget; control variances in personnel costs.
- Analyse working conditions in the context of the work performed, technological procedures and technical equipment, division of labour and cooperation, working environment, safety and timed working conditions.
- Analyse and evaluate the emergence and development of new phenomena and processes in personnel management.
- Present and justify solutions to more complex problems in personnel management;
- Advise on the development of corporate, sectoral and national employment policies.
- Develop and manage company policies on remuneration, training, professional development, etc.
- Analyse and present key issues and arguments relating to changes in personnel management under the impact of technological and societal advances.

Competencies:

- *Independence.* Graduates demonstrate a high degree of autonomy in analysing and solving specific problems and projects, in planning and organising work, in recruiting and selecting staff, in approaching the development and implementation of an organisation's training policy and in controlling human resources.
- *Responsibilities.* Graduates are responsible for the quality of their work, the performance of their tasks and duties and their own personal development, as well as for the training and development of the organisation's employees.
- *Innovativeness/creativity/conceptual thinking.* Graduates have a creative and imaginative approach to work. They are able to observe, critically sort and independently implement the latest knowledge into practice. They have the ability to respond flexibly to unexpected situations and to use their improvisational skills, adaptability and flexibility in thinking. They are able to identify and develop high potential individuals who create significant value for the organisation.
- Ability to solve problems related to innovative trends in personnel management;
- Apply legal standards, regulations and basic provisions of employment law in the management of personnel activities..

Course contents:

1. *The essence and characteristics of "scientific management".*
2. *Economic and social factors of the emergence of personnel management (technocratic concept of personnel management) at the turn of the 19th and 20th centuries.*
3. *The new paradigm of economic development in the 1930s and its impact on the development of personnel management.*
4. *Social changes in the 1930s and their impact on the development of personnel management.*
5. *Basic characteristics of the concept of social welfare in personnel management.*
6. *The scientific and technological revolution and economic development in the post-war period and their impact on the development of personnel management.*
7. *Social changes in the post-war period and their impact on the development of personnel management*
8. *Basic characteristics of the development phase of the concept of personnel management.*
9. *Economic changes in the 1960s and 1970s under the influence of the scientific and technological revolution and the development of the development of personnel management.*
10. *The new social architecture of society and its influence on the formation of the adult phase in personnel management.*
11. *Basic characteristics of the adulthood phase of the concept of personnel management.*
12. *The influence of management theories on the development of personnel management. Modern theory and practice of personnel management.*

Recommended and required reading:

- *Vojtovič, S.: Koncepcie personálného riadenia a riadenia ľudských zdrojů. Praha: Grada Publishing, 2011. ISBN 978-80-247-3948-9*
- *Tupá, M.: Trendy a výzvy v riadení ľudských zdrojov. Trenčín: TnUAD, 2022. ISBN 978-80-8075-970-4*
- *Balhar, V. Dejiny svetového hospodárstva. Bratislava: Ekonóm. 2011. ISBN 978-80-225-3267-9*
- *Armstrong, M. - Taylor, S. Řízení lidských zdrojů: Moderní pojetí a postupy -13. Vydání. Praha : Grada Publishing, a. s. 2015. ISBN 978-80-247-5258-7*

Language: Slovak/English**Remarks:**

The course is profile and compulsory.

Full-time study:

The student may obtain a maximum of 100 points overall and at least 60 points in total for all activities in 150 hours or more:

- lectures and seminars 24+24 = 48 hours min;

- regular weekly preparation for seminars with a short written report on the material (readings) = 37 hours min;

- exam preparation = 64 hours min,

- oral examination = 1 hrs.

Student's contact workload: 49 hours,

non-contact: 101 hours

Total: 150 hours

Part-time study:

Student may earn a maximum of 100 points overall and at least 60 points total for all activities in 150 hours or more:

- Lectures, seminars 10 + 10 = 20 hours min;

- individual work with literature and other materials = 63 hours min;

- preparation for the examination = 66 hours min,

- oral examination = 1 hrs.

*Student's contact workload: 21 hours,
non-contact: 129 hours
Total: 150 hours*

Evaluation history:

Total number of evaluated students:

A	B	C	D	E	FX

Lecturers:

doc. Mgr. Sergej Vojtovič, DrSc., Ing. Magdaléna Tupá, PhD.

Last modification:

Approved by: Doc. PhDr. Zoltán Rózsa, PhD.