

**ITEM CARD**

Annex No. 1 to Regulation No. 3/07/2020  
of 13 July 2020 on the model card  
subject at the Higher School of Management  
in Warsaw

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
<b>Item Name</b>										
With human capital management in the public sector										
<b>Name of the organizational unit leading the course:</b>					Faculty of Management and Technical Sciences					
<b>Name of the field of study, level of education:</b>					Management, I cycle					
<b>Learning profile:</b>					General academic					
<b>Name of the specialty:</b>					Public governance					
<b>Type of learning module:</b>					specialty					
<b>Year/Semester:</b>					Year III, Semester 5					
<b>Person coordinating the subject:</b>					Anna Kacprzak, M.A.					
<b>Prerequisites (resulting from the succession of items):</b>					Knowledge, skills and competences acquired as a result of teaching existing related subjects at second-cycle studies					
II. FORMS OF CLASSES AND NUMBER OF HOURS										
	Lecture	Exercise	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/ Passing	Total hours
Full-time studies	36	30								66
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
<b>Forms of classes</b>			<b>Didactic methods</b>							
<b>Lecture</b>			Multimedia presentations, discussions, feeding methods							
<b>Exercise</b>			Activating methods, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners, case study							
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
Lp.	Description of the learning outcomes in question								Directional effect reference	
<b>Knowledge:</b>										
1	The student knows in depth the essence and meaning of selected norms and standards in individual areas of the organization's activity, and has knowledge about the evolution of the public management model								P6S_WG ZO1_W07	
2	The student knows and understands in depth the functions of human resources management, including issues in the field of human capital management in public organizations								P6S_WG ZO1_W09	
3	The student knows and understands in depth the issues of leadership, and has knowledge of the competence of a public manager and actions taken in the area of								P6S_WG; P6S_WK ZO1_W14	

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	human resources in a public organization.	
4	The student knows and understands in depth the essence of entrepreneurship, creativity and innovation, and has knowledge about the professional development of employees in public organizations	P6S_WK ZO1_W03
Abilities:		
1	The student is able to creatively and innovatively apply theoretical knowledge in the area of human capital management in the public sector	P6S_UW ZO1_U05
2	The student is able to make a choice and use modern information and communication techniques, including the knowledge of human capital management in order to create innovative solutions in the public sector	P6S_UW P6S_UK ZO1_U06
Social competences:		
1	He is ready to think and act in an entrepreneurial way, and is aware of the need to respect and promote an ethical attitude in the management of human capital in public organizations	P6S_KO ZO1_K07
2	He is ready to develop and effectively use interpersonal skills, and is prepared to implement management systems related to human capital in the public sector	P6S_KR ZO1_K05
<b>V. CURRICULAR CONTENT (LEARNING)</b>		
Lp.	Lecture:	Reference to the learning outcomes in question
1	Evolution of the public governance model	ZO1_W09 ZO1_W07 ZO1_W14 ZO1_W03 ZO1_U05 ZO1_U06 ZO1_U05 ZO1_U06
2	Human capital management in public organizations	
3	Competences of a public sector manager and activities undertaken in the area of human resources in a public organization.	
4	Professional development of employees in public organizations	
5.	European standards of human capital management in public organizations	
6	Planning and development of employees in public organizations	
7	Building the engagement of public sector employees	
8	The concept of talent management in the public sector	
9	Measuring human capital in public organizations	
10	Relational capital in shaping the human capital of public organizations	
11	Public sector culture and management styles	

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12	Leadership in public organizations	
13	Legal and managerial aspects of the functioning of public organizations	
14	Ethics in the management of human capital of the public sector	
15	Codes of good practice in the public sector	
<b>Lp.</b>	<b>Exercise:</b>	<b>Reference to the learning outcomes in question</b>
1.	Evolution of the public governance model	ZO1_W09
2.	Human capital management in public organizations	ZO1_W07
3.	Competences of a public manager and activities undertaken in the area of human resources in a public organization.	ZO1_W14
4.	Professional development of employees in public organizations	ZO1_W03
5.	Measuring human capital in public organizations	ZO1_U05
6.	Public sector culture and management styles	ZO1_U06
7.	Leadership in public organizations	ZO1_U05
8.	Creating codes of good practice in the public sector	ZO1_U06
9.	Creating codes of ethics in the public sector	
10.	Interim evaluation of public sector employees	
11.	Building the engagement of public sector employees	
12.	Diversity management in public organizations	
<b>VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES</b>		
<b>Learning outcomes</b>	<b>Verification method</b>	<b>Form of classes in which EUS (Learning Outcome) is verified</b>
	<b>Knowledge:</b>	
ZO1_W09 ZO1_W07 ZO1_W14	Test, design	Lecture/Tutorials

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ZO1_W03		
<b>Abilities:</b>		
ZO1_U05 ZO1_U06	Test, design	Lecture/Tutorials
<b>Social competences:</b>		
ZO1_K07 ZO1_K05	Test, design	Lecture/Tutorials

VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES

Learning outcomes	Unsatisfactory assessment	Grade range 3.0-3.5	Grade range 4.0-4.5	Very good rating
	The student does not know and does not understand/cannot/is not ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:	The student knows and understands / can / is ready:
For each of the learning outcomes identified for the Knowledge, Skills and Competences module	The student obtains less than 50% max. the number of points for a given effect	The student gets from 50 to 59% max. the number of points for a given effect on a grade of 3 and The student gets from 60 to 69% max. the number of points for a given effect per grade 3.5	The student gets from 70 to 79% max. the number of points for a given effect per grade 4, and The student obtains from 80 to 89% max. the number of points for a given effect per rating 4.5	The student obtains more than 89% max. the number of points for a given effect

VIII. STUDENT'S WORKLOAD – NUMBER OF HOURS AND BALANCE OF ECTS CREDITS

Type of activity ECTS	Student load	
	Studies Stationary	Part-time studies
Participation in didactic activities (lectures, exercises, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	66	30
Exam/Passing		
Participation in the consultation		
Project / Essay	10	10
Independent preparation for didactic classes	24	40
Preparing to pass a teaching class	25	45

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<b>Total student workload (25h = 1 ECTS) TOTAL hours/ECTS</b>	<b>5 ECTS/125h point</b>	<b>5 ECTS/125h point</b>
Student load in classes in direct contact with the teacher	66	30
Student load in practical classes	59	95
Student load in practical vocational preparation classes		
Student load in research preparation classes		
<b>X. LITERATURE AND OTHER DIDACTIC MATERIALS</b>		
<b>Basic literature:</b>		
<ol style="list-style-type: none"> <li>1. Rostkowski T., Strategic human resources management in public administration, Wolters Kluwer 2016</li> <li>2. Robert Gawłowski, Krzysztof Makowski, Organization and management in public administration, C.H. Beck 2022</li> </ol>		
<b>Supplementary literature:</b>		
<ol style="list-style-type: none"> <li>1. Małgorzata Sidor-Rządkowska, Human resources management in public administration. Evaluation and development of civil service corps members (eBook), Wolters Kluwer Polska SA 2013</li> <li>2. Szaban J. Human resources management in business and public administration, Difin 2011</li> </ol>		
<b>Other teaching materials: Case study, Moodle, Teams</b>		