

SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020
of 13 July 2020 *on the model subject card
at the Warsaw Management University*

I. GENERAL BASIC INFORMATION ABOUT THE SUBJECT (MODULE)										
MODULE NAME Modern HR tools										
Name of the organizational unit leading the course:			Faculty of Management and Technical Sciences							
Name of the field of study, level of education:			Management, second cycle							
Studying profile:			General academic							
Name of the specialisation:			-							
Type of learning module:			Elective subject							
Year/Semester:			Year II, Semester 3							
Person coordinating the subject:			A. Kacprzak, M.A.							
Prerequisites (resulting from the succession of subjects):			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	Practical classes	Seminar	Laboratory	Workshop	Project	Seminar	Consultation	Exam/Credit	Total hours
Full-time studies	25	25								50
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes			Didactic methods							
Lecture			Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
Practical classes			Activating methods, problem tasks, project							
IV. OBJECTIVE LEARNING OUTCOMES WITH REFERENCE TO LEARNING OUTCOMES FOR THE FIELD OF STUDY AND AREAS										
No.	Description of the learning outcomes in question								Directional effect reference	
Knowledge:										
1	The student has in-depth knowledge of building and implementing modern HR tools								P7S_WG; P7S_WK ZO2_W15	
2	The student has in-depth knowledge of the mentoring program as part of the Human Resources Management process								P7S_WG ZO2_W07	
3	The student has in-depth knowledge of modern tools in HR – methods of recruiting employees in the twenty-first century								P7S_WG ZO2_W10	

SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020
of 13 July 2020 *on the model subject card
at the Warsaw Management University*

4	The student has in-depth knowledge of information and communication systems in the work of an HR manager	P7S_WG ZO2_W08
Abilities:		
1	The student has the ability to integrate knowledge from certain fields in order to create innovative solutions to problems	P7S_UW ZO2_U14
2	The student has the ability to select and manage human, material, financial and information resources in order to effectively and efficiently perform managerial tasks	P7S_UW P7S_UK P7S_UO ZO2_U15
3	The student uses selected norms and standards in the processes of planning, organizing, motivating and controlling (work, quality, etc.), including at the integrated level	P7S_UU ZO2_U17
Social competences:		
1	The student is aware of the need to respect and promote an ethical attitude and social sensitivity, also within the framework of their organisational and social roles	P7S_KR ZO2_K04
2	The student understands the importance of independent, team and organizational acquisition and improvement of knowledge and professional skills in the conditions of integration processes in Europe and globalization	P7S_KO ZO2_K06
V. CURRICULAR CONTENT (LEARNING)		
No.	Lecture/ Seminar:	Reference to the learning outcomes in question
1	Building and implementing modern HR tools	ZO2_W07 ZO2_W08 ZO2_W10 ZO2_W15 ZO2_U14 ZO2_U17 ZO2_U15 ZO2_K04 ZO2_K06
2	Mentoring program as part of the Human Resources Management process	
3	Modern tools in HR – methods of recruiting employees in the twenty-first century	
4	Information and communication systems in the work of an HR manager	
5	IT system for employees' time management	
6	Electronic leave requests and vacation planner	
7	Sourcing, online job interview	
8	Onboarding, Reboarding, Offboarding	
9	HR and payroll system	
10	Internal communication, online integration	
No.	Practical classes	Reference to the learning outcomes in question

SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020
of 13 July 2020 *on the model subject card
at the Warsaw Management University*

1	HR tool analysis – case study	ZO2_W07 ZO2_W08
2	Mentoring and coaching program as an element of the Human Resources Management process – a case study	ZO2_W10 ZO2_W15 ZO2_U14
3	Modern tools in HR – methods of recruiting employees in the XXI century – a case study	ZO2_U17 ZO2_U15 ZO2_K04 ZO2_K06
4	Information and communication systems in the work of an HR manager. -case study	
5	HR and payroll system – case study	
6	Internal communication, online integration – case study	
7	Creating HR reports	
8	Sourcing, online job interview – case study	
9	Information and communication systems in the work of an HR manager - case study	
10	IT system for employee time management - case study	
11	Electronic leave requests and leave planner – case study	
12	Onboarding, Reboarding, Offboarding- case study	

VI. METHODS OF ASSESSMENT OF LEARNING OUTCOMES

Learning outcomes	Verification method	Form of classes in which EUS (Learning Outcome) is verified
	Knowledge:	
ZO2_W07 ZO2_W10 ZO2_W15 ZO2_W08	Project, activity during classes	Lecture / Practical classes
	Abilities:	
ZO2_U14 ZO2_U15 ZO2_U17	Design, presentation	Lecture/ Practical classes
	Social competences:	
ZO2_K04 ZO2_K06	Presentation, activity during classes	Lecture / Practical classes

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:

SUBJECT CARD

Attachment No. 1 to Regulation No 3/07/2020
of 13 July 2020 *on the model subject card
at the Warsaw Management University*

For each of the learning outcomes identified for the knowledge, skills and competences module	The student obtains less than 50% of the max. number of points for a given effect	The student gets from 50 to 59% of the max. number of points for a given effect on a grade of 3 and The student gets from 60 to 69% of the max. number of points for a given effect per grade 3.5	The student gets from 70 to 79% of the max. number of points for a given effect per grade 4, and The student obtains from 80 to 89% of the max. number of points for a given effect per rating 4.5	The student obtains more than 89% of the max. 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	
	Full-time studies	Part-time studies
Participation in didactic classes (lectures, practical classes, tutorials, project, laboratories, workshops, seminars) – SUM of hours – from point II	50	30
Exam/Credit	1	1
Participation in the consultations	1	1
Project / Essay	20	15
Independent preparation for didactic classes	18	53
Preparing to pass a didactic class	10	50
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS	4 ECTS/100 h	4 ECTS/100h
Student load in classes in direct contact with the teacher	50	30
Student load in practical classes		
Student load in practical vocational preparation classes		
Student load in research preparation classes	50	70

X. LITERATURE AND OTHER DIDACTIC MATERIALS

Basic literature:

1. Popieluch K., HR Business Partner, Wydawnictwo Naukowe PWN Publ., Warsaw 2018.
2. Król H., Ludwicyński A., Zarządzanie zasobów ludzkimi. Tworzenie kapitału ludzkiego organizacji [Human resource management. Creating human capital of an organization], PWN Publ., Warsaw 2020.
3. Barge J. Kevin, Morreale Shewryn P, Spitzberg Brian H., Komunikacja między ludźmi [Communication between people], PWN Publ., Warsaw 2020.

Supplementary literature:

1. Eric Parsloe, Melville Leedham, Coaching and Mentoring Practical Techniques for Developing Learning and Performance [Coaching and Mentoring Practical Techniques for Developing Learning and Performance], PWN Publ., Warsaw 2018.
2. Woźniak J., Rekrutacja Teoria i praktyka [Rekruting theory i practic], PWN Publ., Warszawa 2019.

Other teaching materials: Case study