

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)										
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							
Learning profile:			General academic							
Name of the specialty:			MHR							
Type of learning module:			specialty							
Year/Semester:			Year II, Semester 3							
Person coordinating the subject:			A. Kacprzak, M.A.							
Prerequisites (resulting from the succession of items):			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	30	30								60
Part-time studies	15	15								30
III. METHODS OF TEACHING ACTIVITIES										
Forms of classes			Didactic methods							
lecture			Feeding methods, discussions							
exercise			Multimedia presentations, discussions, brainstorming, case-study, problem methods, work with literature, exercises assuming hypothetical-deductive thinking of listeners							
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	
Knowledge:										
1	He has in-depth knowledge of building and implementing modern HR tools								P7S_WG; P7S_WK ZO2_W15	
2	Has in-depth knowledge of the mentoring program as part of the Human Resources Management process								P7S_WG ZO2_W07	
3	He has in-depth knowledge of modern tools in HR – methods of recruiting employees in the twenty-first century								P7S_WG ZO2_W10	

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4	He has in-depth knowledge of information and communication systems in the work of an HR manager	P7S_WG ZO2_W08
Abilities:		
1	has the ability to integrate knowledge from certain fields in order to create innovative solutions to problems	P7S_UW ZO2_U14
2	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	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	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	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)		
Lp.	Lecture:	Reference to the learning outcomes in question
1.	1 Building and implementing modern HR tools	ZO2_W10 ZO2_W15 ZO2_U14 ZO2_U17 ZO2_U15 ZO2_K04 ZO2_K06
2.	2 Mentoring program as part of the Human Resources Management process	
3.	3 Modern tools in HR – methods of recruiting employees in the twenty-first century	
4.	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	
Lp	exercise	
1	HR tool analysis – case study	ZO2_W10 ZO2_W15

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2	Mentoring and coaching program as an element of the Human Resources Management process – a case study	ZO2_U14 ZO2_U17 ZO2_U15		
3	Modern tools in HR – methods of recruiting employees in the XXI century – a case study	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	Projekt, activity in classes	Lecture/Tutorials		
	Abilities:			
ZO2_U14 ZO2_U15 ZO2_U17	Design, presentation	Lecture / Exercises		
	Social competences:			
ZO2_K04 ZO2_K06	Presentation, activity in class	Lecture/Tutorials		
VII. CRITERIA FOR ASSESSING ACHIEVED LEARNING OUTCOMES				
Learning outcomes	Unsatisfactory assessment The student does not know and does not understand/cannot/is not ready:	Grade range 3.0-3.5 The student knows and understands / can / is ready:	Grade range 4.0-4.5 The student knows and understands / can / is ready:	Very good rating The student knows and understands / can / is ready:
For each of the learning outcomes identified for the	The student obtains less than 50% max. the	The student gets from 50 to 59% max. the number of points	The student gets from 70 to 79% max. the number of points for a	The student obtains more than 89% max.

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Knowledge, Skills and Competences module	number of points for a given effect	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	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 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			60	30
Exam/Passing			1	1
Participation in the consultation			1	1
Project / Essay				
Independent preparation for didactic classes			18	48
Preparing to pass a teaching class			20	45
Total student workload (25h = 1 ECTS) TOTAL hours/ECTS			5 ECTS/125 h	5 ECTS/125h
Student load in classes in direct contact with the teacher			60	30
Student load in practical classes			65	95
Student load in practical vocational preparation classes				
Student load in research preparation classes				
X. LITERATURE AND OTHER DIDACTIC MATERIALS				
Basic literature:				
1. Popieluch K., HR Business Partner, Wydawnictwo Naukowe PWN, Warsaw 2018.				
2. Król H., Ludwiczynski A., Zarządzanie zasobów ludzkimi. Creating human capital of an organization, PWN, Warsaw 2020.				
3. Barge J. Kevin, Morreale Shewryn P, Spitzberg Brian H., Communication between people, PWN, Warsaw 2020.				
Supplementary literature:				
1. Eric Parsloe, Melville Leedham, Coaching and Mentoring Practical Techniques for Developing Learning and Performance, PWN, Warsaw 2018.				
2. Woźniak J., Rekrutacja Theory i praktyka, PWN, Warszawa 2019.				
Other teaching materials: Case study				