



GDYNIA MARITIME UNIVERSITY
Management and Quality Science



SYLLABUS

Code		Course	In English	HUMAN RESOURCES MANAGEMENT
			In Polish	ZARZĄDZANIE ZASOBAMI LUDZKIMI

Field of study	Maritime Business and Management
Specialisation	–
Level	First-degree (bachelor) Studies
Form	Full time
Profile	general academic
Status of the course	Obligatory
Rigour	Pass with grade

Semester of studies	ECTS	Number of hours per week				Number of hours per semester			
		Lec	Ex	Lab	Proj.	Lec	Ex.	Lab	Proj.
III	3	2	2			30	30		
Total number of hours						60			

Prerequisites for knowledge, skills and other competencies

Knowledge of the content of the course Principles of Management.

Objectives of the course

To instill the knowledge of Human Resource Management (HRM) and its sub-processes in modern organisations and to form the ability to design chosen HRM instruments.

Learning outcomes for the course (EKP)

Symbol EKP	After completing the course the student:	Reference to the learning outcomes for the field of study
EKP_01	Knows specialised terminology, subprocesses, methods and tools of HRM and their impact on the management of a modern organization.	NK_W03, NK_W04 NK_W06, NK_U07
EKP_02	has the ability to analyse the needs of the organization in the field of HRM, can suggest appropriate solutions.	NK_U03, NK_U08, NK_U09, NK_K01, NK_K02
EKP_03	participates in the preparation of projects and tools of HRM, understands the need for lifelong learning, is able to complete and improve the acquired knowledge, interact in a group, communicate effectively.	NK_U07, NK_U08 NK_U09, NK_K01, NK_K02, NK_K03

Course content	Number of hours				References to EKP
	Lec	C	Lab	P	
Determinants and importance of the human factor/human resources in an organization. Personnel function and human resource management (HRM). Evolution of the concept (from personnel administration to human capital management (HCM). Goals and objectives of HRM. Competencies of employees, trends and forms of employment in the modern economy.	5	5			EKP_01,
Job analysis, meaning and methods. Preparing a job description.	4	4			EKP_01, EKP_02
Selection of employees (planning demand for personnel, recruitment, selection, adaptation). Analysis and preparation of required application documents and selection procedure, simulation of an interview. Derecruitment.	6	6			, EKP_03
Employee development: shaping one's own career, career paths in the organization, employee relocation, methods and tools of development, change of tasks, rotation, groupwork, individual and group training. Designing a development plan.	5	5			EKP_01, EKP_02 EKP_03
Motivation and compensation, material and non-material motivators, types and elements of remuneration, designing a set of motivators and remuneration package.	5	5			EKP_02, EKP_03
Work appraisal (essence, goals, criteria of assessment, types of assessment, Assessment procedure). methods, techniques, tools. Preparing assessment criteria.	5	5			EKP_01, EKP_02 EKP_03
	30	30			

Methods of verification of learning outcomes for the course									
Symbol EKP	Test	Oral exam	Written exam	Written assessment	Report	Project	Presentation	Practical assessment	Other
EKP_01			X	X		X			
EKP_02			X	X		X			
EKP_03			X	X		X		X	

Criteria for passing
Passing exercises: evaluation of assigned tasks prepared by student teams, in-class activity.
Passing Lectures: written exam (min. 50 points required).
The grade for the course is the arithmetic mean of the lecture pass and the exercise pass.

Student workload				
Form of activity	Estimated number of hours to complete the activity			
	Lec	C	Lab	P
Contact hours	30	30		
Reading literature	10			
Preparation for exercise, laboratory, project classes		10		
Preparation for exams, credits				
Development of project documentation/report				
Participation in credits and exams	2	2		
Participation in consultations	2	2		
Total hours	44	54		
Total number of hours for the subject	98			
Total number of ECTS points for the course	3			
	Number of hours			ECTS
Student workload associated with practical activities	50			2
Student workload for classes which require the presence of teachers and students	60			2

Basic literature
Armstrong M., Taylor St., <i>Armstrong's Essential Human Resource Management Practice</i> , Thirteenth edition 2014, Banfield P., Kay R., <i>Introduction to human resource management</i> , Oxford University Press, Oxford, New York 2012 Armstrong M., Taylor St., <i>Human Resources Management</i> , Wolters Kluwer 2020 Szelałowska-Rudzka K., <i>Human resources management in higher education institutions in Poland</i> , Management, Vol. 22, Issue 1, 6/2018, pp. 208–225, DOI: https://doi.org/10.2478/manment-2018-0015
Additional literature
Król H., Ludwicyński A., <i>Zarządzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego organizacji</i> , WN PWN, Warszawa 2006, 2011 Oczkowska R. (red.), <i>Zarządzanie zasobami ludzkimi. Uwarunkowania, instrumenty, trendy</i> , WN PWN, Warszawa 2020 Pocztowski A., <i>Zarządzanie zasobami ludzkimi</i> , PWE, Warszawa 2018 Juchnowicz M. (red.), <i>Elastyczne zarządzanie kapitałem ludzkim z perspektywy interesariuszy</i> , PWE, Warszawa 2016 Kardas. J.S., <i>Zarządzanie zasobami ludzkimi</i> , Diffin, Warszawa 2017 Oleksyn T., <i>Zarządzanie zasobami ludzkimi w organizacji</i> , Wolters Kluwer, Warszawa 2016

Person responsible for the course	
Bartosz Surawski, Ph.D.	ZZE
Other persons engaged in the course	
Michał Igielski, Ph.D.	ZZE
Katarzyna Kamińska, Ph.D.	ZZE