



SYLLABY OF THE COURSE
«Management and administration: HR Management»

Level of Study: Bachelor
Specialty: 073 Management
Educational program: “Management”
Year of study: 3, semester 6
Form of study: full-time
Number of ECTS Credits: 4
Language of instruction: English

Instructor
Contacts (e-mail)
eLearn web-page

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<https://elearn.nubip.edu.ua/course/view.php?id=3498>

COURSE DESCRIPTION

The educational component "Management" refers to the cycle of special (professional) training. As a result of studying the educational component, applicants for higher education will master the following competencies:

Integral: formation of a set of theoretical knowledge and practical skills for the formation and implementation of personnel policy in modern organizations, rational selection of employees for positions and the formation of an effective workforce, evaluation and development of employees, as well as targeted use of their potential

General competencies:

- Ability to generate new ideas (creativity)
- Ability to act on the basis of ethical considerations (motives)
- Ability to apply knowledge in practical situations
- Knowledge and understanding of the subject area and understanding of professional activity
- Ability to adapt and act in a new situation
- Ability to work in an international context
- Appreciation and respect for diversity and multiculturalism
- Special (professional, subject) competencies:
 - Ability to evaluate the work performed, ensure their quality and motivate the staff of the organization

Professional (special) competencies:

- Ability to manage the organization and its departments through the implementation of management functions
- Ability to create and organize effective communications in the management process
- Understand the principles of psychology and use them in professional activities
- Ability to work in a team and establish interpersonal interaction in solving professional problems

COURSE STRUCTURE

Topic	Hours (lections/laboratory/ seminars)	Study results	Tasks	Evaluation
Semester 6				
<i>Module 1. Organizational Behavior and Human Resources</i>				
Topic 1. Introduction and course overview	1/2	Recognize the role of human resources, their particularities, and emergence of a science	Analysis of HR managerial schools, quizzes, self- study in Elearn	PC 10 points SS 5 points
Topic 2. HR management and company strategy	2/4	Assess organizational behavior roots, correlation with strategic management	Case studies in strategy management, self-study in Elearn	PC 15 points SS 10 points
Topic 3. Global organizational behaviour	2/2	Knowledge on social perception and inclusion. Understand conceptions of cultural diversity and global leadership	Analysis of cultural diversity cases, quizzes, self- study in Elearn	PC 15 points SS 15 points
Topic 4. Labor market, recruiting, interviewing and selection	2/4	Understand labor marketing, technologies of acquiring human resources	Case studies of selection approaches, quizzes, self- study in Elearn	PC 15 points SS 8 points
Topic 5. Human resource planning	1/4	Conduct job analysis, forecast labor capacities and qualifications in a competitive environment	Making matrix presentations on human resource planning, quizzes, self- study in Elearn	PC 15 points SS 8 points
<i>Module 2. Engaging of Human Resources and Organizational Citizenship</i>				
Topic 6. HR motivation and compensation	2/4	Develop performance management cycle, feedback and reward systems, operant conditioning	Case studies of the best motivation practices, quizzes	PC 15 points SS 10 points
Topic 7. Training and development	2/4	Comparative evaluation of training and development, building business career	Research on best practices, self-study in Elearn	PC 15 points SS 8 points
Topic 8. Group	2/2	Recognize group vs.	Case studies,	PC 15 points

and team effectiveness		teams dynamics and processes, building of high-performance teams	quizzes, self-study in Elearn	SS 10 points
Topic 9. HR performance management	1/4	Be able to develop and implement basic managerial KPI	Case studies, quizzes, self-study in Elearn	PC 15 points SS 15 points
Total semester				70
Exam				30
Total for the course				100

EVALUATION POLICY

Policy for deadlines:	Works that are submitted with violation of deadlines without good reason are evaluated after individual consultations. Rearrangement of modules takes place only with the permission of the lecturer and for good reasons
Policy for academic integrity	Write-offs (cheating) during tests and exams are prohibited (including the use of electronic gadgets). The course work must contain an independent study of the student, have correct textual references to the literature used
Attendance policy	Attendance is mandatory. For objective reasons (for example, individual schedule) training can take place individually (in online form in consultation with the Dean of the faculty)

STUDENTS EVALUATION SCALE

Students ratio, points	National evaluation	
	Exams	Tests
90-100	Excellent	90-100
74-89	Good	74-89
60-73	Satisfactory	60-73
0-59	Non-satisfactory	0-59