COURSE SYLLABUS
Personnel management

Degree of higher education – first (bachelor)
Specialty – 073 Management
Educational program – Management
Course status – compulsory
Instructor(s) of the Department of Management and Public Administration: Nevmerzhytska S.M., Associate Professor

1. Course description:
Semester(s): 7.
Scope: total number of hours – 90 including: lectures – 12 hours, practical – 24 hours, independent work – 54 hours; number of ECTS credits – 3.
Course objectives – mastering competencies, acquiring the ability to abstract thinking, analysis, synthesis and establishing relationships between socio-economic phenomena and processes; learn and master modern knowledge; determine the prospects for the development of the organization; formation of a set of theoretical knowledge and skills for the development and implementation of personnel policy in modern organizations, selection and placement of personnel, their evaluation and training, ensuring the purposeful use of personnel to achieve the goals of the organization.
Learning outcomes of the course:
know: regulations governing business activities; basic functions and methods of personnel management; the essence of strategic and operational human resource management; principles of building an effective personnel management system; practice of work on human resources management of personnel divisions of modern domestic and foreign enterprises; mathematical tools for the study of economic processes, solving applied economic and optimization problems in the field of management and administration;
be able to: identify areas of activity in the field of human resource management in modern organizations; to determine the directions of personnel management strategy depending on the general strategy, chosen by the enterprise; to carry out effective communication in the field of management and administration on the basis of social responsibility, legal and ethical norms; draw up basic documents governing the activities of employees; to conduct periodic assessment of personnel in the organization; plan professional training of staff and manage the business career of employees; determine the impact of the chosen system of stimulation on the effectiveness of staff work;
able to demonstrate: the ability to summarize information and the ability to present it with accents of critical evaluation;
solve independently: to analyze the structure of the organization's staff; to form conclusions and proposals; to analyze the quality composition of the organization's staff; apply different methods of planning the company's staffing needs; use, according to the situation, methods of selection of personnel for vacant positions, analyze the problems that arise in this case.
Required educational components (prerequisites, co-requisites, post-requisites): Management, Time management, Operational management, Strategic management.
Course content: Topic 1. Personnel of the organization as an object of management. Topic 2. Methodology of personnel management. Topic 3. Resource implementation of personnel management. Topic 4. Socio-psychological aspects of personnel management. Topic 5. Personnel service and personnel records management. Topic 6. Staff planning and formation. Topic 7. Staff development. Topic 8. Staff movement. Topic 9. Regulation of staff work. Topic 10. Management of working time of employees. Topic 11. Creating favorable working conditions. Topic 12. Personnel evaluation. Topic 13. Motivation and stimulation for staff. Topic 14. Social partnership in the organization. Topic 15. The effectiveness of personnel management.
Forms of final control: credit (semester 7).
Tools for diagnosing learning success: individual tasks, namely: presentations, essays, calculation works, exercises, tasks, etc., questions for current control, questions for final control, tests.
Language of instruction: Ukrainian, English.

2. Assessment:

Distribution of points received by applicants for higher education

Ongoing assessment and independent work																MC	Total
T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	Presentations	T11	T12	T13	T14	T15		
2	2	2	7	2	7	2	2	2	2	15	2	12	7	2	12	20	100

Distribution of points in the course

Activities evaluated in points	T 1	T 2	T 3	T 4	T 5	T 6	T 7	T 8	T 9	T 10	T 11	T 12	T 13	T 14	T 15	Total
Speech at a practical lesson	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	30
Individual tasks (creative works, exercises, situational tasks)	-	-	-	5	-	5	-	-	-	-	-	5	5	-	5	25
Presentations, essays	-	-	-	-	-	15					-	-	-	-	-	15
Ongoing control (by topics)	-	-	-	-	-	-	-	-	-	-	-	5	-	-	5	10
Modular control	10								10							20
														Total in the course		**100**

Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
excellent / passed	90-100	**A**	**Excellent** (outstanding performance without errors)
good / passed	82-89	**B**	**Very good** (above the average standard but with minor errors)
	74-81	**C**	**Good** (generally sound work with some errors)
satisfactory / passed	64-73	**D**	**Satisfactory** (fair but with significant shortcomings)
	60-63	**E**	**Fair** (performance meets the minimum criteria)
unsatisfactory / failed	35-59	**FX**	**Fail** (some more work required before the credit can be
	0-34	**F**	**Fail** (considerable further work is required)

3. Course policy:

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;

- references to the sources of information if ideas, developments, statements, information are used;

- compliance with the legislation on copyright and related rights;

- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works
 is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:
 - for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;
 - without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.