



## The syllabus of the discipline «HR management»

<b>Specialty</b>	051 «Economy»
<b>Educational program</b>	Socioeconomics and Personnel Management
<b>Educational level</b>	First (bachelor) level
<b>Discipline status</b>	Selective
<b>Language of teaching</b>	English
<b>Course / semester</b>	3 <sup>rd</sup> course, II semester
<b>Number of ECTS credits</b>	5
<b>Distribution by types of classes and hours of study</b>	Lectures – 30 hours Practical (seminars) – 30 hours Laboratory – 0 hours Individual work – 90 hours
<b>Form of final control</b>	Credit
<b>Department</b>	Department of social economy, main building, 2nd floor, office 217 <a href="http://www.kafesn.hneu.edu.ua/">http://www.kafesn.hneu.edu.ua/</a>
<b>Lecturer (-s)</b>	PhD, associate professor Stepanova Eka Raminovna
<b>Lecturer's contact information</b>	<a href="mailto:stepanovaekaraminovna@gmail.com">stepanovaekaraminovna@gmail.com</a>
<b>Class days</b>	Due to the schedule
<b>Consultations</b>	Consultations by prior arrangement (or remotely - at the request of the student)
<b>The purpose of the discipline</b> - the formation of professional competencies in human resource management at the micro, meso and macro levels; mastering modern techniques of human management; getting a holistic view of HR management; mastering the skills of recruitment, career planning; acquiring skills of conducting business trainings and mastering the peculiarities of their evaluation.	
<b>Prerequisites for learning</b> <i>Pre-listened disciplines: international economics, political economics, microeconomics, macroeconomics, labor economy, social economy and politics, personnel management</i>	
<b>The content of the discipline</b>	
<b>Content module 1. Managing the Internal and External Environment</b>	
<b>Topic 1.</b> Human Resource Management: Definitions and Main Functions	
<b>Topic 2.</b> The Analysis and Design of Work	
<b>Topic 3.</b> Human Resource Planning and Recruitment	
<b>Topic 4.</b> Selection and Placement	
<b>Topic 5.</b> Training and Development	
<b>Topic 6.</b> Performance Management	
<b>Content module 2. Acquiring, Developing and Compensating Human Resources</b>	
<b>Topic 7.</b> Employee Relations	
<b>Topic 8.</b> Employee Separation and Retention	
<b>Topic 9.</b> Leadership	
<b>Topic 10.</b> Career Management	
<b>Topic 11.</b> Pay Structure Decisions and Individual Contributions	
<b>Topic 12.</b> Employee benefits	
<b>Topic 13.</b> Strategic Human Resource Management	
<b>Material and technical (software) of the discipline</b> (not required)	
<b>Course page on the Moodle platform (personal training system)</b>	<a href="https://pns.hneu.edu.ua/course/view.php?id=5143">https://pns.hneu.edu.ua/course/view.php?id=5143</a>
<b>Recommended sources</b>	



1. Концепция Business Performance Management: начало пути / Е.Ю. Духонин, Д.В. Исаев, Е.Л. Мостовой и др.; Под ред. Г.В. Генса. – М.: Альпина Бизнес Букс, 2004. – 269 с.
2. Румянцева З.П. Общее управление организацией. Теория и практика: Учебник / З.П. Румянцева. – М.: ИНФРА-М, 2007. – 304 с.
3. Senyucel Z. Managing the Human Recourse in the 21st century / Z. Senyucel. – Ventus Publishing ApS, 2009. – P.77
4. Timms P. HR2025 – Human Recourse management in the Future / P. Timms // 1st book. 1st edition. – The eBook company, 2013. – P. 49
5. Wittenkamp C. Building Bridges across Cultural Differences: Why don't I follow your norms / C. Wittenkamp // 1st edition. – The eBook company, 2014. – P. 101.

**Learning outcomes assessment system**

A student should be considered certified if the sum of points is equal to or exceeds 60. The minimum possible number of points is 35 and the minimum possible number of points is 25.  
More detailed information on assessment is given in the technological map of the discipline.

**Accumulation of rating points in the discipline**

Types of educational work	Max number of points
Lectures	16
Practical lessons	42
Seminar lessons	12
Colloquium	14
Essay	20
<b>Max number of points</b>	<b>100</b>

**Compliance of the ECTS assessment scale with the national assessment system and KhNEU. S. Kuznets**

Sum of points for all kinds of educational activity	Grade ECTS	Grade on national scale	
		for exam, course project (work), practice	for credit
90 – 100	A	Excellent	Accepted
82 – 89	B	Well	
74 – 81	C	Satisfactorily	
64 – 73	D		
60 – 63	E		
35 – 59	FX	Unsatisfactorily	Not Accepted
1 – 34	F		

**Discipline policies**

If the student was absent from class, he must complete the task in the PNS within the period specified by the lecturer.

More detailed information on competencies, learning outcomes, teaching methods, assessment forms, independent work is given in the Work program of the discipline (<http://repository.hneu.edu.ua/handle/123456789/22309>).