



**Syllabus of the course**  
**«HR-management»**

<b>Specialty</b>	<i>073 Management</i>
<b>Study Programme</b>	<i>Business Administration</i>
<b>Study cycle (Bachelor, Master, PhD)</b>	<i>the first (Bachelor) level of higher education</i>
<b>Course status</b>	<i>elective</i>
<b>Language</b>	<i>English</i>
<b>Term</b>	<i>5 or 6 or 7 semester</i>
<b>ECTS credits</b>	<i>5</i>
<b>Workload</b>	<i>Lectures – 24 hours. Practical studies (seminars) – 24 hours. Self-study – 102 hours.</i>
<b>Assessment system</b>	<i>Exam</i>
<b>Department</b>	<i>Department of Management, Business and Administration room 210 of the main building phone: (057) 702 01 46 (add. 2-96) website: <a href="https://www.kmib.hneu.edu.ua">https://www.kmib.hneu.edu.ua</a></i>
<b>Teaching staff</b>	<i>Nazarov Nikita Konstantinovich, Doctor of Economic Science, Professor</i>
<b>Contacts</b>	<i><a href="mailto:nikita.nazarov@hneu.net">nikita.nazarov@hneu.net</a></i>
<b>Course schedule</b>	<i><a href="#">due to timetable</a></i>
<b>Consultations</b>	<i>At the Department of Management, Business and Administration, offline, according to the schedule, individual, PNS chat.</i>
<b>Learning objectives and skills:</b>	
the establishing an effective system of personnel management in the organization; developing and analysing personnel policy of the organization; designing a system of personnel management and regulatory workforce personnel service company.	
<b>Structural and logical scheme of the course</b>	
<b>Prerequisites</b>	<b>Postrequisites</b>



### Course content

#### Content module 1. *Formation of personnel*

**Topic 1. The personnel of the organization as an object of management.**

**Topic 2. Formation of the organization's philosophy and personnel policy.**

**Topic 3. Resource provision of personnel management.**

**Topic 4. Analysis of works and formation of requirements for candidates for vacant positions.**

**Topic 5. Personnel service and personnel administration.**

**Topic 6. Planning and formation of personnel.**

**Topic 7. Personnel development.**

**Topic 8. Movement of personnel.**

#### Content module 2. *Component systems of work with personnel*

**Topic 9. Management and leadership.**

**Topic 10. Evaluation of the effectiveness of the organization's personnel management system.**

**Topic 11. Creation of favorable working conditions.**

**Topic 12. Personnel evaluation.**

### Teaching environment (software)

*Multimedia projector, S. Kuznets PNS, Corporate Zoom system*

### Learning forms and methods

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.

The maximum amount during the semester – 60 points; the minimum amount required is 35 points. Final control is carried out at the end of the semester in the form of an exam (the maximum amount is 40 points, the minimum amount required is 25 points).

Current control includes the following assessment methods: competence-oriented tasks; presentations, written tests, essay writing.

*More detailed information on assessment and grading system is given in the technological card of the course.*

### Course policies

Teaching of the academic discipline is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

*More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program.*