

SYLLABUS

**INTERNATIONAL EUROPEAN
UNIVERSITY**



**EUROPEAN SCHOOL
OF BUSINESS**



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1 Course and educational program

Personnel Management
Management EP

2 Course description

The Personnel Management course was singled out as an independent subject of study primarily due to the fact that any enterprise is a social system, and its successful operations in the external environment is increasingly dependent on the human factor. Therefore, the management style, qualification of people, their behavior, response to innovations and external changes should be constantly taken into account by top managers of the enterprise.

3 Prerequisites for studying

The prerequisite for studying is the production of knowledge that can be applied in solving problems of managerial activities. Personnel management is, on the one hand, a part of the complex science of management and, on the other hand, an independent section of management science among humanitarian, psychological and social disciplines.

Interdisciplinary links: Psychology of Management, Management, Organizational Theory, Sociology and Psychology, Enterprise Management Technology, etc.

4 Number of credits/hours

3 ECTS credits / 90 academic hours

5 Learning format

Blended learning

6 Classroom location

<https://dist.ieu.edu.ua/course/view.php?id=674>

7 Lecturer's full name

Roman Halenin, PhD in Economics, Associate Professor at the Department of Management, Finance and Business Administration

8 Department

Department of Management, Finance and Business Administration:





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9 Office location

42V Akademika Hlushkova Ave., Kyiv, room 511

10 Consulting

Every Tuesday from 2 p.m. to 3:30 p.m. by appointment via corporate e-mail

11 Lecturer's e-mail address

olhapanchenko@ieu.edu.ua

12 Course objectives

The goal of the Marketing Communications discipline is to form and systematize students' knowledge of the system of marketing communications of business entities in order to promote goods or services on the market.

13 Role of the academic discipline in achieving program learning outcomes

Specialty: 073 Management

PLO 3. To show knowledge of theories, methods and functions of management, contemporary leadership concepts.

PLO 9. To show interaction, leadership and teamwork skills.

PLO 10. To have skills in grounding efficient tools for motivating organization personnel.

PLO 11. To show skills in analyzing the situation and carrying out communications in different areas of organization activities.

PLO 14. To identify stress causes, adapt yourself and your team members to a stress situation, find ways of its neutralization.

PLO 17. To carry out research individually and/or in a group under leader's supervision.

14 Learning outcomes

To know:

- terms used in personnel management;
- legislative and regulatory legal acts, methodical materials regulating the enterprise's personnel management activities, labor legislation;
- personnel, information, technical and legal support of the personnel management system.

To be able to:

- analyze human resources potential;
- conduct business career planning, etc.



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15 Course content

- Topic 1. Key concepts. Evolution and trends of personnel management.
- Topic 2. Personnel of the enterprise as an object of management.
- Topic 3. Place and role of human resources management in the enterprise management system.
- Topic 4. Principles of personnel management.
- Topic 5. Functional division of labor and organizational structure of personnel management service.
- Topic 6. Staffing, information, technical and legal support of the personnel management system.
- Topic 7. Analysis of human resources potential.
- Topic 8. Mobility, work with personnel reserve.
- Topic 9. Business career planning.
- Topic 10. Personnel selection and career guidance.
- Topic 11. Training, retraining and advanced training of personnel.
- Topic 12. Professional and organizational adaptation of personnel. Conflict in the team.

16 Books and materials

1. Ivanova, N.S. I 21 Personnel management: course of lectures [Text] / Ministry of Education and Science of Ukraine, Donetsk National University of Economics and Trade named after Mykhailo Tuhan-Baranovskyi, Department of Marketing and Management; N.S. Ivanova. - Kryvyi Rih : [DonNUET], 2017. – 140 p.
2. Personnel management: textbook / O.M. Shubalyi, N.T. Rud, A.I. Hordiichuk, I.V. Shubala, M.I. Dziamulych, O.V. Potiomkina, O.V. Sereda; edited by O.M. Shubalyi. - Lutsk: IPV of Lutsk NTU, 2018. – 404 p.
3. Personnel management [Text]: study guide / Y. I. Palekha. 2nd ed., revised. – K.: Lira-K, 2012. – 336 p.
4. Personnel management: study guide / author's team. - K.: UBS NBU, 2011. - 381 p.
5. Time management: Study guide / Skibitska L.I. - K, 2010 - 528 p.

17 Technical requirements for the course

To work on the Personnel Management course, you need regular access to a computer (or phone) and the Internet.

In order to successfully study and pass the course exam, you should first explore the distance learning platform (Moodle) and study all folders that already contain or will contain information or materials for the course. You will also have to download and create documents, watch videos, or create them.

You can use distance platforms only using corporate e-mail.

If you are unable to attend the course, you should notify the Dean's Office or your class representative or the course lecturer directly.

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Learning process

The Personnel Management course consists of lectures and practical classes.

Lectures use the following training methods:

lecture, conversation lecture, discussion, discussion of problematic issues, demonstration, analysis of various situations according to the lecture topic.

Practical classes use the following training methods:

questioning, testing, performing individual and team tasks, case studies, preparing reports and presentations, performing analytical and calculation works, solving specific problems and situations, brainstorming.



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Discipline features

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/professional training/elective
1 semester	7 th semester	available	4 th year	Professional training

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Assessment policy

You will have various ways to show your knowledge and skills during the semester. This includes how you attend classes, how and what you contribute to class discussions, how you perform and submit practical tasks and tests on time, how you perform independent work tasks, as well as your ability to present your report. Additionally, you have the opportunity to complete an individual research task performed individually or in a small group in the form of a student research paper.

Activities during the semester	Maximum amount of points during the semester
Current work (attendance, oral questioning, solving calculation problems and tasks, situational exercises)	15
Reports with presentation (3 pcs.)	10
Tests (4 pcs.)	10
Modular test work (2 pcs.)	15
Individual research task (admission to the exam)	10
Total	60

The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.

The grade for the discipline completing with the exam is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the exam (at least 24).

The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.

The final control in the form of an exam is carried out after learning all the topics of the discipline, during the examination session.

The overall final grade in points according to the national and ECTS scales is put into the examination and test register, academic card and credit book of students.

National and ECTS grading scale

Sum of points for all types of educational activities	ECTS grade	Grade according to the national scale	
		for exam, term paper, practical training	for Pass/Fail test
90-100	A	excellent	pass
82-89	B	good	
74-81	C		
66-73	D	satisfactory	
60-65	E		
30-59	FX	fail with possible repeated pass	fail with possible repeated pass
1-29	F	fail with obligatory repeated learning of the discipline	fail with obligatory repeated learning of the discipline

QR Code:



To check your grades for tasks and read your lecturer's comments, you should check appropriate tabs on Moodle or Classroom distance learning platforms.

You can also obtain information about your grades directly from the course lecturer via corporate e-mail or by appointment on consulting days (room 511).



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Course policy

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, group work and discussion seminars.

During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights. Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.

Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

QR Code:



All participants in the educational process rely on the academic integrity principles.

QR Code:



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Late task performance, correction of grades, making up missed classes

Tasks should be submitted via Moodle by the deadlines stipulated in the course schedule on our website. Most tasks should be performed by 9 a.m. on the day of the next class to coordinate them with the course content and group activities. It is best practice to perform tasks as soon as possible after receiving them so that you have enough time to take an active part in the class.

If you need more time to perform the task, flexible deadlines are available. Completed tasks will be accepted until full credit until the last scheduled class in the discipline. Afterwards, the 40% partial credit based on the grade will be awarded within a week after the last day of class. Tasks that are not submitted at all will receive 0.

If you are going to miss classes for more than one week due to illness or other reasons, please contact your lecturer to arrange alternative options for performing tasks.

Note: deadlines work both ways, and meeting them ensures that your lecturer will provide prompt feedback on your tasks to make sure you keep up with the course.



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25 Lecturer's response time

Via corporate e-mail, within 24 hours.

27 Efficient communication

Efficient communication is a two-way street!!!

Therefore, the main recommendations for efficient communication include: corporate e-mail directly to the course lecturer; personal communication with classmates via social media/corporate e-mails/mobile phones; communication directly in the course on the Moodle distance platform; and a face-to-face meeting with the lecturer on consulting days.

28 Policy of publication and distribution of course materials

Students are not allowed to post, publish, sell, or otherwise publicly distribute course materials without the written permission of the lecturer.

Such materials include, but are not limited to: lecture notes, lecture slides, video or audio recordings, tasks, problem sets, exams, other students' work, and answer keys.

Students who sell, post, publish, or distribute course materials without written permission in order to get answers or otherwise can be subject to disciplinary action, up to and including being required to withdraw from the course. Besides, students are not allowed to make video or audio recordings of the class for their own use without the written permission of the lecturer.

29 Expected student workload and engagement

During this course, you should allocate some hours for independent study of some lecture materials in accordance with the course topics (approximately 5-6 hours per week).

If you face circumstances requiring you to spend more time on any of the tasks, please inform your lecturer by e-mail.

The deadline for submission can be extended only if the lecturer is informed in advance that you will not be able to submit the task on time. Students are expected to have a backup plan in case of computer malfunctions or Internet outages.

30 Support services

E-schedule
Library
Supervisor
Repository
Dean's Office



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Lecture topic	Practical classes
Topic 1. Key concepts. Evolution and trends of personnel management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Practical tasks</i> 3. <i>Homework tasks</i>
Topic 2. Personnel of the enterprise as an object of management.	<ol style="list-style-type: none"> 4. <i>Checking questions submitted for independent study</i> 5. <i>Writing a report</i> 6. <i>Tests</i>
Topic 3. Place and role of human resources management in the enterprise management system.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
Topic 4. Principles of personnel management.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
Topic 5. Functional division of labor and organizational structure of personnel management service.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>
Topic 6. Staffing, information, technical and legal support of the personnel management system.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Test work</i>
Topic 7. Analysis of human resources potential.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Presentation of reports</i>
Topic 8. Mobility, work with personnel reserve.	<ol style="list-style-type: none"> 1. <i>Oral questioning</i> 2. <i>Solving practical and situational tasks</i> 3. <i>Homework tasks</i> 4. <i>Checking questions submitted for independent study</i> 5. <i>Tests</i>



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Course schedule

Topic 9. Business career planning.	<ol style="list-style-type: none">1. <i>Oral questioning</i>2. <i>Solving practical and situational tasks</i>3. <i>Homework tasks</i>4. <i>Checking questions submitted for independent study</i>5. <i>Tests</i>
Topic 10. Personnel selection and career guidance.	<ol style="list-style-type: none">1. <i>Solving practical and situational tasks</i>2. <i>Checking questions submitted for independent study</i>3. <i>Test work</i>
Topic 11. Training, retraining and advanced training of personnel.	<ol style="list-style-type: none">1. <i>Oral questioning</i>2. <i>Solving practical and situational tasks</i>3. <i>Homework tasks</i>4. <i>Checking questions submitted for independent study</i>
Topic 12. Professional and organizational adaptation of personnel. Conflict in the team.	<ol style="list-style-type: none">1. <i>Solving practical and situational tasks</i>2. <i>Checking questions submitted for independent study</i>3. <i>Test work</i>4. <i>Defense of individual tasks</i>

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Tips on successful study during the course

If you want to succeed in this discipline, you should be:

- persistent, attentive and curious;
- creative, cheerful, and open to communication and discussions;
- ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.

See you at classes!