

## DESCRIPTION OF A STUDY COURSE

<b>Course unit title</b>	<b>Human Resource Management</b>		
<b>Programme</b>	<b>Business Administration</b>		
<b>Year of study</b>	<b>1st</b>		
<b>Level of course unit</b>	<b>Master</b>		
<b>Course unit code</b>	<b>MV021</b>		
<b>Name of lecturer(s)</b>	<b>Assistant Professor Liga Peiseniece</b>		
<b>Credit points</b>	<b>2</b>		
<b>Number of ECTS credits allocated</b>	<b>3</b>		
<b>Language of instruction</b>	<b>Latvian or English</b>		
<b>Type of course unit (compulsory, optional)</b>	<b>Compulsory</b>		
<b>Semester when the course unit is delivered</b>	<b>1</b>		
<b>Mode of delivery</b>	<b>Face-to-face</b>		
<b>Aim of Course</b>	To provide students with the knowledge of human resource management theory and its concepts, as well as to provide practical skills in human resource management functions and methods to understand the importance of human resources management and possible problems, to implement quality human resources management in the organization.		
<b>Preliminary knowledge</b>	Organizational Management		
<b>Course contents</b>	No	Title	
	1	Human Resource Management Role, Functions and Tasks in Organization.	
	2	Human Resource Management Development Trends.	
	3	The Strategic Human Resource Management Process.	
	4	Staffing, Personell Planning and Recruiting.	
	5	Training and Human Resource Development.	
	6	Performance Management and Appraisal.	
	7	Compensation and Rewards.	
<b>The study course calendar</b>	No	Topic	Type of assessment
	1	Human Resource Management Role, Functions and Tasks in Organization.	Literature discussion
	2	Human Resource Management Development Trends.	Test
	3	The Strategic Human Resource Management Process.	Individual work; Individual work and the presentation
	4	Staffing, Personell Planning and Recruiting.	Test
	5	Training and Human Resource Development.	Literature discussion
	6	Performance Management and Appraisal.	Test

	7	Compensation and Rewards.	Test			
<b>Planned learning activities and teaching methods</b>	Assessment of learning outcomes		Distribution (%)			
	Active participation in the class		5%			
	Individual work; Individual work and the presentation		30%			
	Test		15%			
	Written exam		50%			
	Total (%):		100%			
	Teaching methods		Student workload (h)			
	Classes in the auditorium		16			
	Lecturer-led class discussion		10			
	Lecturer-led Individual assignments		20			
	Industry representative-led demo lecture		2			
	Literature review/analysis		4			
	Essay on topic by choice		4			
	Work in the library		24			
Total (h):		80				
<b>Planned learning outcomes</b>	No	Learning outcomes			No of progr. study results	
	1	Is familiar with current business development trends and regularities, is able to explain, reasonably discuss and make decisions related to the human resource management processes in accordance with changes in the company's internal and external environment.			1	
	2	Is able to apply theoretical knowledge to implement professional human resource management of companies, i.e. is able to plan the required number of personnel, select, evaluate and motivate personnel, prepare personnel documentation, evaluate human resource management and its functions.			2	
	3	Is able to develop an organization's human resources development strategy and manage its implementation.			7	
	4	Is able to select, analyze and interpret information, make data-based decisions.			9	
	5	By using the acquired knowledge and skills, is able to discover, analyze and solve problems in the field of human resources management in an organization.			10	
<b>Assessment methods and criteria</b>	Learning outcomes		1	2	3	4, 5
	Assessment methods					
	Active participation in the class		•	•	•	•
	Individual work; Individual work and the presentation		•		•	•
	Test			•		•
Written exam		•			•	
<b>Mandatory and supplementary literature</b>	1.Dessler G. (2016), Fundamentals of Human Resource Management. - Pearson New International Edition, 4th ed. 558 p. 2. Armstrong M. (2006), Strategic Human Resource Management: a guide to action / Michael Armstrong. - 3rd ed. - London; Philadelphia: Kogan Page, - X, 194 p. 3. studies.ba.lv. Moodle materials (case studies, articles, presentations, video, audio etc.)					

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