

Title of the Course		HUMAN RESOURCE MANAGEMENT	
Amount in credit points/ECTS)	2/3	Volume (in hours)	80
Prior knowledge	Management		
Science Sector	Management		
Science Subsector	Enterprise management		
Summary of academic hours		Amount (academic hours)	
Distance learning		40	
Contact hours / video lessons		8	
Exercises, self – assessment questions and tests		14	
Individual work/ discussions in distance		16	
Exams/tests		2	
1 st level professional study programme	Office Management		
Author(s) of the course	Dr. psych. Anita Lasmane; Dr. sc. adm. Signe Enkuzena		
Lecturer(s) of the course	Dr. psych. Anita Lasmane		
Goal of the course:	To develop understanding of management functions, processes, tendencies in the 21st century, goals and tasks of the executors of human resource functions in order to develop skills for assuring organisation’s sustainability		
Requirements for obtaining credit points (structure of course evaluation):	<u>The final evaluation is calculated:</u> Moodle discussion/tasks – 50% Exam – 50% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i>		
Study Results			
1. Knowledge: 1.1. A student recognizes the functions of human resource management, its processes and significance in organisation’s sustainable development. 1.2. A student describes and compares the methods and criteria for effective human resource management; 2. Skills: 2.1. A student differentiates between the internal external environment factors affecting human resource management, analyses the interchange of factors. 2.2. A student chooses effective methods of human resource management, instruments and assessment criteria, compares and analyses human resource management in line with Good Practice examples. 3. Competences: 3.1. A student takes a decision and chooses the human resource management methods, instruments and assessment criteria. 3.2. A student organizes and manages, evaluates the situation of human resource management at a certain organisation by analysing the functions, process, affecting interchange factors of human resource management.			
For general use	Valid from 01.03.2021	Version 3	page 1 from 6

Content of the Course

No.	Subjects	Contact hours, video, audio lessons	Distance learning	Exercises, self- assessment questions and tests	Individual task – remote discussion. Description of the individual task is available in the E-studies	Exam
1.	Functions of human resources management and personnel management, their goals, tasks values in an organization. Human resources management in the 21st century	8	2	1	1	2
2.	Structure, meaning of personnel policy in sustainable development of an organisation		4	1	1	
3.	Personnel planning, recruitment, selection, adaptation in integration in an organization		6	2	3	
4.	Personnel motivation, involvement into work in connection with remuneration system		6	2	2	
5.	Connection of personnel assessment system with organisation's goals and work performance management		6	2	3	
6.	Personnel development, talent management in an organisation; organization of personnel training and evaluation in an organization		4	2	2	
7.	Execution of communicative function into the human resources management		6	2	2	
8.	Implementers of functions of human resources in different organizations. Criteria for effective		6	2	2	

	human resources management.					
		TOTAL:	8	40	14	16
		80				
Mastering the course and successfully passing examination, student is capable of (<i>knowledge, skills and competencies</i>)						
Study Results:		Evaluation Criteria				
		<i>(40-69%)</i>	<i>(70-89%)</i>		<i>(90-100%)</i>	
Knowledge		Name the terminology of human resources management, interchange of functions and processes, understand the reasons and consequences of the interchange in an organization	Recognize and define the functions and processes of human resources management, their interchange and efficiency in a definite situation in an organisation, using appropriate terminology		Recognize, understand and define the benefits, constraints, improvement possibilities and criteria of functions and processes of human resources management in a specific organisation	
Skills		Apply appropriate terminology, argument its usage when analysing interchange of the functions and processes of human resources management in a specific organisation; compare the practice of human resources management in various organisations	Analyse the interchange of interchange of the functions and processes of human resources management in a specific organisation, integrate and analyse the latest conclusions of theory and practice compare and argument the efficiency of practices of human resources management in various organisations according to specific criteria		Combine the theory of human resources management, practices and personal experience gained in analysing human resources management; discuss the gained conclusions and map the improvement plans of human resources management in a specific organisation	
Competences		Responsibility and critical thinking,	Responsibility, initiative, critical		Critical thinking, creativity,	

	self-motivation for the analysis of functions, processes and their interchange of human resources management in a specific organisation, compare different organisation's practice	thinking, creativity, cooperation skills when analysing interchange of processes and functions, assessing functions and processes of human resources management in a specific organisation according to set criteria; compare organisation's practice; plan the improvement activities of human resources management	organisational and planning skills, cooperation and presentation skills, assessing the functions and processes of human resources management in a specific organisation according to set criteria; defining benefits, opportunities, opportunities and constraints, threat when integrating the conclusions of theory and practice in a development plan of human resources management in specific situation and organisation anticipating the efficiency of reachable results
--	--	--	--

Acknowledgement of the obtained study results

Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	All tasks are completed, shown understanding about the included problem cases included in the practice tasks, used specific examples for argumenting own opinion, expressing opinion	All tasks are precisely understood and shown creative approach to problem-solving cases; used appropriate information resources; initiative in expressing own opinion; well-grounded opinion with practices from life	Shown initiative and creative approach to completion of practice tasks; expressed opinion, which is well-grounded and supported with the analysis of own experience, scientific discourse, examples of good practice; shown initiative in leading the discussion

Exam	Used only study materials and provided key in the study book, weakly well-grounded opinion	Used study materials and additional literature resources, well-grounded experience-based opinion	Used study materials, additional literature resources and opinion based on own experience, additionally expressed opinion in other resources that shows an innovative approach to human resources management
------	--	--	--

Core Literature

1.	Armstrong, M., Taylor, S. (2017). Armstrong's Handbook of Human Resource Management Practice. London: Kogan Page, Ltd. ISBN 9780749474119
2.	Dovling, P., Festing, M. International Human Resource Management. London: Cengage Learning EMEA. ISBN 9781473719026
3.	Ešenvalde, I. (2008). Personāla vadības mūsdienu metodes. Rīga: Merkūrijs LAT. ISBN 9789984640747
4.	Dombrovska, L. R. (2009). Cilvēkresursu kapitāla vadība. Rīga: Zvaigzne ABC. ISBN 9789984408873
5.	Jones, G. G. (2018). Human Resources Changes the World: How and Why HR and HR Directors Should Step-Up as Leaders in the 21st Century. Panoma Press.

Additional Literature

1.	Bishop, M., Crooks, S. (2016). Hr for Small Business for Dummies. Chichester, West Sussex: John Wiley & Sons, Ltd. ISBN 978-1119111320
2.	Ubl, H. L., Walden, L. X., Arbit, D. (2017). Managing Millenials. New Jersey: John Wiley & Sons, Inc. ISBN 978-1119310228
3.	Trost, A. (2019). Human Resources Strategies: Balancing Stability and Agility in Times of Digitization (Future of Business and Finance) (1st ed. 2020 ed.). Springer.
4.	Chandler, T. M., & Grealish, L. D. (2019). Feedback (and Other Dirty Words): Why We Fear It, How to Fix It (Illustrated ed.). Berrett-Koehler Publishers.
5.	Daliba, I. (2017) Kā rekrutēt veikmīgāk. Personāla atlases mārketinga. Mansards. ISBN 9789934121678

Recommended Periodicals

1.	Latvijas personāla vadīšanas asociācijas mājas lapa (https://lpva.lv/): raksti.
2.	Informācija par avotiem Latvijas Nacionālajā bibliotēkā (https://www.lnb.lv/lv/nozaru-celvedis/ekonomika).
3.	List of Books and Articles about Human Resource Management https://www.questia.com/library/economics-and-business/business/management/human-resource-management).
4.	Grāmatas par cilvēkresursu vadības jautājumiem (https://www.lid.lv/preces-kategorija/gramatas/page/2/?orderby=date).
5.	Personāla vadības rokasgrāmata (2016-04) (skat. http://handbooks.lv/uznemumu-vadibas-izdevumi/personala-vadibas-rokasgramata/personala-vadibas-rokasgramata-2016-04/).

For general use	Valid from 01.03.2021	Version 3	page 5 from 6
-----------------	-----------------------	-----------	---------------

- | | |
|----|---|
| 6. | BVK studentiem pieejamā EBSCO zinātnisko rakstu datu bāze (sk. Academic Search Complete);
atslēgas vārdi: human resource management, personnel management, human resource management
system, administration of human resource programs, strategic tool of human resource
management, human capital, international human resource management, sustainable human
resource management. |
|----|---|