

Title of the Course		HUMAN RESOURCE MANAGEMENT II	
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	Micro, Small and Medium Enterprise 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 deepen the understanding of functions, processes, tendencies in the 21st century human resources management in order to improve the functions executions of human resources management and process management skills		
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 defines personnel policy, the principles of value and talent management, personnel attraction and recruitment, new employee introduction and adaption at work, personnel motivation, assessment, development and human resources assessment, methods, opportunities and constraints in different organisations. 1.2. A student observes own professional competences in human resources management and needs for competence improvement. 2. Skills: 2.1. A student differentiates between the function of human resources management and practical significance of process analysis in an organisation and executes methodologically valid research appropriate for the situation in an organisation; 2.2. A student lists the analysis methods of human resources management functions and process research and carries out the results analysis according to the set criteria, plans specific activities for functions and process improvement, encounters finance, human and time resources. 3. Competences: 3.1. A student organizes the research on human resources management functions and processes in a definite organisation, completes SWOT analysis of human resources functions, defines and			
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arguments the actual problems of human resources management, presents the results of analysis and developed recommendations for the problem solution, manages the recommendations implementation.

3.2. A student assesses the professional competences needed for professional activity and human resources management, develops the competency improvement activities in line with own work duties and responsibilities.

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	Test
1.	Development of personnel policy in an organisations: goal, methods, definition of personnel development sustainability indicators	8	4	2	1	2
2.	Value and talent management in an organisation		4	1	1	
3.	Human resources attraction and recruitment types and methods in the practice of an organisations		6	2	2	
4.	New employees' introduction into work; planning of adaptation period		4	2	2	
5.	Basic principles for the development of personnel motivation system in an organisation (monetary and non-monetary wage)		6	2	2	
6.	Personnel assessment instruments in an organisation		4	2	2	
7.	Personnel development and training system development un maintenance in an organisation		6	2	2	
8.	Assessment of human resources management in		6	1	4	

	the practice of organisations					
TOTAL:		8	40	14	16	2
		80				
Mastering the course and successfully passing examination, student is capable of (<i>knowledge, skills and competencies</i>)						
Study Results:		Evaluation Criteria				
		(40-69%)	(70-89%)		(90-100%)	
Knowledge		Name the functions and processes of human resources management in an organisation, methods and instruments of functions and methods execution, defines the indicators of functions and processes execution, their linkage to the organisation's development indicators	Understand the defined function and process of human resources management, the compliance of execution methods and instruments with the specific organisation's strategy and personnel management policy		Understand the criteria according to which it is possible to assess the defined function and process of human resources management, , the compliance of execution methods and instruments with the specific organisation's strategy and personnel management policy; define necessary innovations in human resources management	
Skills		Use appropriate methods and instruments for the research of functions and processes of human resources management, for the development and organisation of improvement activities in a specific organisation; compare the efficiency of various methods and instruments	Use the conclusions from good practices about the methods and instruments in the research of functions and processes of human resources management, for the development and organisation of improvement activities in a specific organisation; choose the most appropriate methods; compare the efficiency of		Integrate the conclusions from good practices and theory about the methods and instruments in the research of functions and processes of human resources management, for the development and organisation of improvement activities in a specific organisation; check the most appropriate	

		various methods and instruments in different organisations	methods and instruments; anticipate the results of the use of instruments and methods, and innovation implementations in an organisation
Competences	Responsibility and critical thinking, self-motivation in research of the process and function of human resources management in a specific organisation; for the development and organisation of process and function improvement activities	Responsibility, initiative, critical thinking, creativity, cooperation skills, decision-making in research of the process and function of human resources management in a specific organisation; for the development and organisation of process and function improvement activities	Critical thinking, creativity, organisational and planning, cooperation and presentation skills, decision-making in research of the process and function of human resources management, results analysis, activity planning and defining of reachable results, organising the improvement process
Acknowledgement of the obtained study results			
Study Results	1.	2.	3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Test	X	X	X

Core Literature	
1.	Armstrong, M., Taylor, S. (2017). Armstrong's Handbook of Human Resource Management Practice. London: Kogan Page, Ltd. ISBN 9780749474119
2.	Ešenvalde, I. (2008). Personāla vadības mūsdienu metodes. Rīga: Merkūrijs LAT. ISBN 9789984640747
3.	Boitmane, I. (2008). Personāla atlase un novērtēšana. Rīga: Lietišķās informācijas dienests. ISBN 978-9984-826-00-4
4.	Vintiša, K. (2010). Cilvēkresursu plānošanas un novērtēšanas metodes mazam un vidējam uzņēmumam. Rīga: Latvijas Darba devēju konfederācija (sk. http://www.sif.lv/nodevumi/nodevumi/3419/Cilvekresursu_plan_un_novert_met.pdf).

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	STUDY COURSE DESCRIPTION	APPROVED by College of Business Administration at 18.01.2021. meeting of Council of Studies Protocol No VAD 4-03/18.01.2021
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5.	Korčagins, E. (2020) Darba attiecības no A līdz Z, Tehinform Latvija ISBN 9789934876158
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.	Zīlīte, L. (2013). Personāla vadība un sociātika. Rīga: Turība Biznesa Augstskola SIA. ISBN 9789984828756
3.	n atlaišana. Sarunas ar pasaules biznesa līderiem (2009). Rīga: Lietišķās informācijas dienests. ISBN 978-9984-826-48-6
4.	s un veselības aizsardzības pētniecības prioritātes Eiropā 2013.–2020. gadam (2014). Rīga: Eiropas Darba drošības un veselības aizsardzības aģentūra (sk. file:///C:/Users/User/OneDrive/BVK/materiali teemam/OSH%20research%20priorities%20summary%20-%20lv.pdf).
5.	Lussier, R. N., & Hendon, J. R. (2018). Human Resource Management: Functions, Applications, and Skill Development (3rd ed.). SAGE Publications, Inc.
6.	Pink, D. H. (2019). When: The Scientific Secrets of Perfect Timing (Reprint ed.). Riverhead Books.
7.	Collier, K., & Pritchett, S. (2019). The Robot-Proof Recruiter: A Survival Guide for Recruitment and Sourcing Professionals (1st ed.). Kogan Page.
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/)
6.	BVK studentiem pieejamā EBSCO zinātnisko rakstu datu bāze (sk. Academic Search Complete); atslēgas vārdi: human resource management practice, employees mental health; job satisfaction, human resources management practices in SMES, green human resource management, the effectiveness of human resource management, assessment of human resource management.

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