

Course Unit Information Sheet

University: <i>Alexander Dubček University in Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>LZPV3</i>	Course unit title: <i>Personnel Cost Management in an Organization</i>
Planned types, learning activities and teaching methods: <i>2/2 weekly</i>	
Number of credits: <i>5</i>	
Recommended semester/trimester: <i>2nd semester</i>	
Degree of study: <i>III (PhD.)</i>	
Course prerequisites: <i>LZP13 Management, LZP25 Personnel Management I, LZP31 Personnel Management II, LPZ18 Social Policy, LZP41 Financial and Economic Analysis of a Company, LZPV52 Financial Management of Enterprises.</i>	
Assessment methods: <i>Continuous assessment: at least 80% attendance in lectures is required (30 score points). In addition, writing and presenting a term project (up to 70 score points) is required. In total, 100 points can be obtained, minimum score required is 70 points. The grading system is as follows: (E)-70 to 74 points, (D)-75 to 82 points, (C)-83 to 88 points, (B)-89 to 92 points, (A)-93-100 points.</i>	
Learning outcomes: <i>Upon the course unit completion, students will acquire knowledge in personnel cost management in an organization. Students will be able to apply the personnel cost-related methods, tools and knowledge in theory, practice, and in research. In addition, students will be able to manage and organize personnel-related costs in organizations, do financial and economic analyses, and to plan personnel costs for the future. Moreover, students will be well versed in making decisions in the field of company costs, wage costs, recruitment and selection costs. In addition, students will be able to assess the demand for the employee education and further training costs. Last but not least, students will be able to deal in a creative and analytical manner with the analysis, examination, and development of personnel policies in organizations from the perspective of costs.</i>	
Course unit contents:	
<ol style="list-style-type: none"> 1. <i>Introduction to the structure of the course unit. Completion requirements.</i> 2. <i>Historical links between the development of personnel activities and personnel costs.</i> 3. <i>Personnel costs in the organization's cost structure.</i> 4. <i>Personnel cost policies in an organization.</i> 5. <i>Employee recruitment, selection and adaptation costs.</i> 6. <i>Costs related to personnel marketing, audit, outsourcing.</i> 7. <i>Wage costs and costs of employment relationship management.</i> 8. <i>Employee redundancy costs.</i> 9. <i>Costs for employee development and education.</i> 10. <i>Work analysis and performance appraisal.</i> 11. <i>Analysis of the personnel cost efficiency.</i> 12. <i>Financial and economic analysis of personnel needs in an organization.</i> 13. <i>Management and Planning of Personnel Costs.</i> 14. <i>Social policy in an organization and its impact on organization costs.</i> 	
Recommended reading:	
<p><i>Vojtovič, S. a kol. (2013). Personálny manažment v organizácii. Plzeň: Aleš Čeněk.</i></p> <p><i>Vojtovič a kol. (2011). Konceptce personálního řízení a řízení lidských zdrojů. Praha: Grada Publishing, a.s.</i></p> <p><i>Kráľová, K., Sochuláková, J. (2011). Finančno-ekonomická analýza podniku. Trenčín: TnUAD v Trenčíne.</i></p> <p><i>Amstrong, M. (2010). Řízení lidských zdrojů. Praha: Grada Publishing.</i></p> <p><i>Kajanová, J. (2005). Náklady a ceny. Bratislava: IRIS.</i></p>	

<p>Kleibl J., Huttlov <i>Personnel Cost Management in an Organization</i>, E., Dvořáková, Z. (1998). <i>Stimulace pracovníků a tvorba mzdových soustav</i>. Praha: VŠE. Knápková, A., Pavelková, D., Šteker, K. (2013). <i>Finančná analýza</i>. Praha: Grada Publishing, a.s. Koubek, J. (1998). <i>Řízení lidských zdrojů</i>. Praha: Manažment Press. Synek, M. a kol. (2011). <i>Manažérska ekonomika</i>. Praha: Grada Publishing. Zalai, K. a kol. (2007). <i>Finančno-ekonomická analýza podniku</i>. Bratislava: SPRINT. 355 s.</p>					
Language: Slovak					
Remarks: The course unit is offered in the 1 st year of study, full time/summer semester or in the 2 nd year of study, part-time/winter semester. A compulsory - optional course unit.					
Evaluation history					
Total number of students assessed: 0					
A	B	C	D	E	FX
a	B	C	d	e	fx
Lecturer: Assoc. Prof. RNDr. Eva Grmanová, PhD. – course unit lecturer					
Last modification: March 30, 2016					
Supervisors: Prof. Ing. Mag. Dr. Herbert Strunz, PhD., Assoc. Prof. Mgr. Sergej Vojtovič, DrSc., Assoc. Prof. Ing. Adriana Grenčíková, PhD. – guarantors of the Human Resources and Personnel Management program of study					