

## Information sheet for the course Personnel management

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of special technology</i>	
<b>Course unit code:</b> <i>MŠT/B/2-04/d</i>	<b>Course unit title:</b> <i>Personnel management</i>
<b>Type of course unit:</b> <i>optional</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>2 hours of exercise per week, face to face method</i>	
<b>Number of credits:</b> <i>1</i>	
<b>Recommended semester:</b> <i>5<sup>th</sup> semester in the 3<sup>rd</sup> year (full-time)</i> <i>5<sup>th</sup> semester in the 3<sup>rd</sup> year (part-time)</i>	
<b>Degree of study:</b> <i>I. (bachelor)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assessment methods:</b> <i>Continuous assessment: active creative work on the seminar hours, min. 80% participation in seminars, mastering the technical terminology and issues. Twice during the semester written test. The ongoing evaluation is needed to get 50 points. Final assessment: Assignment form of a written test with a focus on knowledge of compulsory literature and oral response, which shall verify the ability to apply knowledge in the context of the described learning outcomes. Of the 100 points it is required to obtain: (E) - 70 points, (D) - 75 points, (C) - 80 points, (B) - 85 points, (A) - 90 points.</i>	
<b>Learning outcomes of the course unit:</b> <i>A student completing the course will understand fundamental questions of human resource management issues. Will be able to apply knowledge to memorize the area of personnel planning, recruitment, selection, motivation, evaluation, training of employees in organizations. Will be able to organize and manage personal activities in organizations. The knowledge gained from the subject should be able to be used in analyzing the performance of employees in compiling criteria employee performance evaluations organization. The knowledge and skills of personnel management issues should be able to apply for positions of line managers in organizations, private as well as public sector.</i>	
<b>Course contents:</b> <i>Introduction. Historical development of personnel management. The role of human resource management in the organization. Personnel Planning. Analysis of human resource management. Getting employees. Selection and adaptation of employees. Employee motivation. Evaluation of operational performance. Communication within the organization. Personnel management focused on skills. Management and planning career. Development and training.</i>	
<b>Recommended of required reading:</b> <i>VOJTOVIČ, S. a kol.: Personálny manažment v organizácii. Aleš Čeněk, Plzeň 2013</i> <i>VOJTOVIČ, S. a kol.: Riadenie personálnych činností v organizácii. IRIS, Bratislava 2008</i> <i>VOJTOVIČ, S.: Personálny manažment. Historické súvislosti vzniku a rozvoja. IRIS, Bratislava 2006</i> <i>ARMSTRONG, M: Personální manažment. Grada Publishing, Praha 1999</i> <i>KACHAŇÁKOVÁ, A.: Riadenie ľudských zdrojov. Ekonóm, Bratislava 1999</i> <i>KLEIBL, J. - DVOŘÁKOVÁ, Z. - ŠUBRT, B.: Řízení lidských zdrojů. C. H. Beck, Praha 2001</i> <i>PICHŇA, J.: Základy personalistiky. SOFA, Bratislava 1994</i> <i>STÝBLO, J.: Moderní personalistika, trendy, inspirace, výzvy. Grada Publishing, Praha 1998</i>	
<b>Language:</b> <i>Slovak</i>	
<b>Remarks:</b>	

<b>Evalutaion history:</b>					
<i>Total number of students being evaluated: 610</i>					
A	B	C	D	E	FX
28,03	10,49	27,05	15,08	18,2	1,15
<b>Lecturers:</b> <i>Ing. Adriana Grenčíková, PhD.</i>					
<b>Last modification:</b> <i>15.4.2014</i>					
<b>Supervisor:</b> <i>Assoc. prof. Ing. Peter Lipták, CSc., guarantee of the study program „Mechanisms in Special Technology“</i>					