## Syllabus of the course

### Human capital management

<table>
<thead>
<tr>
<th>Course title</th>
<th>Human Capital Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject area</td>
<td>Business studies and management science</td>
</tr>
<tr>
<td>Type of studies</td>
<td>Full-time Bachelor studies</td>
</tr>
<tr>
<td>Course ID</td>
<td>Erasmus code: 04000</td>
</tr>
<tr>
<td>Source unit (the one that the course is offered by)</td>
<td>Faculty of Economics, Institute of Management, Department of Business Management</td>
</tr>
<tr>
<td>Target unit (the one that the course is offered for)</td>
<td>Bachelor students (from the area of management, economics, finances, and other social sciences like sociology, psychology, political sciences)</td>
</tr>
<tr>
<td>Type of course</td>
<td>Basic course</td>
</tr>
</tbody>
</table>

### Course description

The main objectives of the course:

1. to clarify the character of the special capital – human resource as capital
2. to develop the basic set of methods and techniques needed for managing human capital
3. to learn about basic administrative processes related to human capital management

### Educational outcomes

#### Knowledge:

1. about the new trends in human capital management
2. about the work, competencies tasks and organization of Human Resource Specialist
3. about basic processes related to Human Capital Management

#### Skills:

1. human capital potential assessment and planning
2. recruiting and keeping proper candidates
3. proper usage of human capital in organization

#### Attitudes:

1. proper attitude toward human capital potential (openness to new trends)
2. better understanding of differences in human capital potential

### Language of instruction

English

### Course coordinator

Anna Rakowska, Phd, Professor of UMCS

### Additional remarks

Academic year: 2016/2017
Semester: IV
<table>
<thead>
<tr>
<th>Number of hours in semester</th>
<th>30 hours 15 lectures, 15 project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the academic teacher</td>
<td>Anna Rakowska, Phd, Professor of UMCS/ Msc Aneta Karasek</td>
</tr>
<tr>
<td>Level of the class</td>
<td></td>
</tr>
</tbody>
</table>
| A list of topic | 1. From administrative function to Human Capital. New trends on the job market and in the organizations. The new role of technology.  
   2. Strategic HRM – basic models  
   3. HRM processes and measurements of their effectiveness  
   4. HRM planning  
   5. Recruitment, selection, adaptation  
   6. Assessment, work appraisal, job evaluation.  
   7. Motivational systems, development.  
   8. Approaches to human capital effectiveness.  
   9. CSR and employee well being |
| Educational outcomes | Knowledge:  
   1. about the new trends in human capital management  
   2. about the work, competencies tasks and organization of Human Resource Specialist  
   3. about basic processes related to Human Capital Management  
   Skills:  
   1. human capital potential assessment and planning  
   2. recruiting proper candidates  
   3. proper usage of human capital in organization  
   Attitudes:  
   1. proper attitude toward human capital potential (openness to new trends),  
   2. better understanding of differences in human capital potential |
| Form of the class | Lecture / Exercises: projects, case, discussions, films |
| Learning activities and teaching methods | Lecture, class discussion, ppt presentations |
| Type of assessment | Grade |
| Assessment methods and criteria for this course | Oral examination / project |
| Additional remarks | |