



RTU Course "Human Resources"

22112 Vadībzīnību katedra

General data

Code	IVZ732
Course title	Human Resources
Course status in the programme	Compulsory/Courses of Limited Choice
Course level	Post-graduate Studies
Course type	Academic
Field of study	Business Management and Administration
Responsible instructor	Elīna Gaile-Sarkane
Academic staff	Gunta Maurāne Iveta Ozoliņa-Ozola
Volume of the course: parts and credits points	1 part, 2.0 Credit Points, 3.0 ECTS credits
Language of instruction	LV, EN
Possibility of distance learning	Not planned
Abstract	The study course provides students with knowledge and skills needed for human resource management in both the commercial and public sector. The study subject is oriented to decision making process in human resource management as well as to evaluation and analysis of employees. Methods connected with social information gathering, processing and analysis are included into the study course.
Goals and objectives of the course in terms of competences and skills	The course is developed with an aim: -to develop understanding about human resource management, its economical and ethical principles, by developing social capabilities and developing skills in professional communication and human resource management; -to develop professional skills for problem solving based on extended understanding of the problem; -to develop a team, motivate it, to build up ability recognize specific problematic areas and problematic questions in human resource management; -to acquire knowledge about human resource management modeling and its role in entrepreneurship and society.
Structure and tasks of independent studies	The course is based on thematic units and there are not less than two individual assignments in each unit, which are based on particular theoretical subject and practical case studies. For better understanding of the topic it is recommended to read additional information available in mass media. In practical studies students analyze and evaluate situations, do well grounded decisions, elaborate situation analysis on moral and ethical conflicts on basis of that they are able to give recommendations for improvement of situation.
Recommended literature	1) Boitmene I. Personāla atlase un novērtēšana.-R:SIA LID, 2006.-160 lpp. 2) Ešenvalde I. Personāla praktiskā vadība.-R:Merkūrijs LAT, 2004.-308 lpp. 3) Laķis P. Socioloģija. Rīga:Zvaigzne ABC, 2003.-94 lpp. 4) Seržante I. Komandas veidošana.-R.:RTU, 2002.-80 lpp. 5) Vorončuka I. Personāla vadība. Teorija un prakse. Rīga:LU,2009.-298 lpp.
Course prerequisites	N/A

Course outline

Theme	Hours
Introduction. Information about course content, goals, aims and learning outcomes.	2
Modeling of human resource management. Goals of human resource management in a company.	4
Statistics of personnel, work analysis.	2
Planning of personnel, personnel recruitment and selection.	2
Introduction of employee into work, evaluation of work performance.	2
Personnel development (training), planning of carrier.	2
Efficiency and effectiveness of work collective. Approaches and tasks in team building.	2
Model of work collective operation. Methods of effectively and efficiency development.	2
Size and structure of work collective. Optimum of a group or structures of a work collective.	2
The type of organization. Setting tasks and goals for a group.	2
Assessment and evaluation of employees. Workshops and moderation of workshops. Collective decision making.	2
Solving of conflicts. Psychological characteristic and evaluation of a group.	2
Motivation of a personnel. Motivators of human being.	2
Work-behavior and main motives of it. External motivators.	2
Development of a motivation system in a company.	2

Learning outcomes and assessment

Learning outcomes	Assessment methods
Students understand importance of human resource management and real possibilities of it in commercial units.	Discussion, group assessment. Tests.
Students are able to solve practical problems in the field of human resource management.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test.
Students are able to plan, organize and manage personnel recruitment and selection.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test.
Students are able to develop concepts of human resource management and HR development in a company.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test.
Students understand and are able to apply in practice sociological research in a company; they can do needed data mining for a HR analysis in a company.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test.
Students are able to process the results of this research and do analysis of research results.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test.
Students are able to analyze pre-requirements of a work, apply them into organization and management of human resources in a company.	Situation and case studies. Individual assessment. Group discussion, presentation of results. Test. Exam.

Study subject structure

Part	CP	ECTS	Hours per Week			Tests		
			Lectures	Practical	Lab.	Test	Exam	Work
1.	2.0	3.0	2.0	0.0	0.0		*	