

<b>STUDY MODULE DESCRIPTION FORM</b>		
Name of the module/subject <b>Personnel Audit</b>		Code <b>1011105331011115032</b>
Field of study <b>Engineering Management - Part-time studies -</b>	Profile of study (general academic, practical) <b>(brak)</b>	Year /Semester <b>2 / 3</b>
Elective path/specialty <b>Marketing and Company Resources</b>	Subject offered in: <b>Polish</b>	Course (compulsory, elective) <b>elective</b>
Cycle of study: <b>Second-cycle studies</b>	Form of study (full-time, part-time) <b>part-time</b>	
No. of hours Lecture: - Classes: <b>10</b> Laboratory: - Project/seminars: -		No. of credits <b>2</b>
Status of the course in the study program (Basic, major, other) <b>(brak)</b>		(university-wide, from another field) <b>(brak)</b>
Education areas and fields of science and art		ECTS distribution (number and %)
<b>Responsible for subject / lecturer:</b> PhD.DSc. Eng.Magdalena Wyrwicka email: magdalena.wyrwicka@put.poznan.pl tel. 61 665 33 69 Faculty of Engineering Management Poland, Poznań, Strzelecka Str.11		<b>Responsible for subject / lecturer:</b> dr inż. Agnieszka Grzelczak email: agnieszka.grzelczak@put.poznan.pl tel. 61 665 33 69 Faculty of Engineering Management ul. Strzelecka 11 60-965 Poznań
<b>Prerequisites in terms of knowledge, skills and social competencies:</b>		
1	<b>Knowledge</b>	Basic of HR management
2	<b>Skills</b>	Analytical skills
3	<b>Social competencies</b>	Knowledge of communication rules
<b>Assumptions and objectives of the course:</b> - Creating of Personnel Audit System for a chosen enterprise		
<b>Study outcomes and reference to the educational results for a field of study</b>		
<b>Knowledge:</b>		
1. Student knows the significance of HR in business activity (ethical and cultural aspects) - [K2A_W06]		
2. Student understand the relationship between management and cotext knowledge - [K2A_W01]		
<b>Skills:</b>		
1. Student can use knowledge about personnel audit in company - [K2A_U06]		
2. Student can give new ideaa to solve personnel problems - [K2A_U07]		
<b>Social competencies:</b>		
1. Student can find premisses of personnel problems - [K2A_K03]		
2. Understanding a need of work in teams - [S2A_K06]		
<b>Assessment methods of study outcomes</b>		
- activities during classes		
- team work presentations,		
<b>Course description</b>		

<p>Stages in audit of HR systems. Audit in order to effectiveness of the human resource activities, to function by rules, to ascertain how they contribute to organizational tasks or strategic goals. Student team should prepare audit procedure for the chosen company, assess the effectiveness of all aspects of HR function within the business and prepare report of audit.</p>		
<p><b>Basic bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Armstrong M., Zarządzanie zasobami ludzkimi, Wolters Kluwer Business, Kraków 2008.</li> <li>2. Listwan T. (red.), Słownik zarządzania zasobami ludzkimi, C.H. Beck, Warszawa 2005.</li> <li>3. Wyrwicka M., Grzelczak A., Krugielka A. Polityka kadrowa przedsiębiorstwa Wyd. Politechniki Poznańskiej, Poznań 2010.</li> <li>4. Wyrwicka M.K., Grzelczak A.U., Audyty personalny, Wyd. Politechniki Poznańskiej, Poznań 2011.</li> </ol>		
<p><b>Additional bibliography:</b></p> <ol style="list-style-type: none"> <li>1. Listwan T. (red.), Zarządzanie kadrami, wyd 2. uzup., Wyd. C.H. Beck, warszawa 2004.</li> <li>2. Sutherland J., Canwell D.: Klucz do zarządzania zasobami ludzkimi. Najważniejsze teorie, pojęcia, postaci, PWN, Warszawa, 2007</li> <li>3. Tarnawska I., Zajdul W., Krajowy standard kwalifikacji zawodowych, Ministerstwo Pracy i Polityki Społecznej, departament Rynku Pracy, Warszawa 2007</li> </ol>		
<p><b>Result of average student's workload</b></p>		
<p><b>Activity</b></p>	<p><b>Time (working hours)</b></p>	
1. Seminars	15	
2. Team work	25	
3. Consultation	10	
<p><b>Student's workload</b></p>		
<p><b>Source of workload</b></p>	<p><b>hours</b></p>	<p><b>ECTS</b></p>
Total workload	50	2
Contact hours	25	1
Practical activities	25	1