

NATIONAL AVIATION UNIVERSITY
Faculty of Economics and Business Administration
Management of Foreign Economic Activity of Enterprises Department

AGREED

Acting Dean

_____ S. Petrovska

« ____ » _____ 2018

APPROVED

Vice-Rector for Academics
and Educative Activity

_____ T. Ivanova

« ____ » _____ 2018



Quality Management System

COURSE TRAINING PROGRAM

on

" Personnel Management "

Field of study: 0306 "Management and Administration"

Major: 6.030601 "Management"

Year of study – 3^d

Semester – 6th

Lectures – 32

Practicals – 32

Self-study – 86

Total (hours/ECTS credits) – 150/5.0

Examination – 6th semester

Homework - 6th semester

Index EC-6-6.030601/15-3.1.2.2

QMS NAU CTP 11.02.03-01-2018



The Course Training Program on "Personnel Management" is based on the Bachelor Extended Curriculum № ECB-6-6.030601/15 for Major 6.030601 "Management", Syllabus for this Subject, Index C-6-6.030601/15-3.1.2.2, approved by the Rector _____ 2018, and correspondent normative documents.

Developed by:

Associate Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ G. Gurina

Associate Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ O. Kyrylenko

Discussed and approved by the Graduate Department for Major 6.030601 "Management" – Management of Foreign Economic Activity of Enterprises Department, Minutes № _____ of "_____" _____ 2017.

Head of the Department _____ O.Ilienکو

Discussed and approved by the Scientific-Methodological-Editorial Board of the Educational and Research Institute of Economics and Management, Minutes № _____ of "_____" _____ 2017.

Head of the SMEB _____ A. Tofanchuk

Director of the Center
of Advanced Technologies _____ V. Kazak

Document level – 3b

The planned term between the revisions – 1 year

Master copy



CONTENTS

| | page |
|--|------|
| Introduction | 4 |
| 2. Subject content | 4 |
| 2.1. Training schedule of the subject..... | 4 |
| 2.2. Homework | 5 |
| 3. Basic concepts of guidance on the subject | 5 |
| 3.1. List of references..... | 5 |
| 3.2. List of basic guidance materials for the subject..... | 6 |
| 4. Rating System of knowledge and skills assessment | 10 |



INTRODUCTION

Detailed course training program of the subject is a must for successful educational process according to the European Credit Transfer System. Teachers and students are to be familiarized with it.

Grading system of assessment (GSA) is an integral part of the work course training program providing assessment the quality of all kinds of auditorium educational work and self-study performed by a student, as well as acquired knowledge and skills through grading assessment of results of this work in the current, modular and semester control with transfer of the grades by multi-grade scale to the national grading scale and ECTS scale.

The grading system envisages the use of the following grades: the current module grade, the module test grade, the total module grade, the semester module grade, the examination grade and the total semester grade.

2. SUBJECT CONTENT

2.1. Training schedule of the subject

| № | Topic | Academic Hours | | | |
|---|---|----------------|-----------|------------|------------|
| | | All | Lectures | Practicals | Self-study |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 6th Semester | | | | | |
| Module № 1 "Fundamentals of personnel management of organization" | | | | | |
| 1.1 | Personnel management system management organizations. | 10 | 2 | 2 | 6 |
| 1.2 | Human Resource Management as a social system. | 10 | 2 | 2 | 6 |
| 1.3 | HR Policy and Strategy HR organization. | 10 | 2 | 2 | 6 |
| 1.4 | Organization and functions of HR. | 10 | 2 | 2 | 6 |
| 1.5 | Personnel planning in organizations. | 10 | 2 | 2 | 6 |
| 1.6 | Organizing the recruitment and selection of staff. | 16 | 2 2 | 2 2 | 6 |
| 1.7 | Module Test №1 | 3 | 2 | - | 1 |
| Total for the module №1 | | 69 | 16 | 16 | 37 |
| Module № 2 "Formation of collective and management of personnel development" | | | | | |
| 2.1 | Formation of collective organization. | 10 | 2 | 2 | 6 |
| 2.2 | Solidarity and social development team. | 12 | 2 | 2 2 | 6 |
| 2.3 | Evaluation of staff in the organization. | 10 | 2 | 2 | 6 |
| 2.4 | Managing the development and movement of personnel. | 10 | 2 | 2 | 6 |
| 2.5 | Managing the release of staff. | 10 | 2 | 2 | 6 |
| 2.6 | Social partnership in the organization. | 10 | 2 | 2 | 6 |
| 2.7 | Home task | 8 | - | - | 8 |
| 2.8 | Module Test №2 | 3 | 2 | - | 1 |
| Total for the module № 2 | | 81 | 16 | 16 | 49 |
| Total for 6^d semester | | 150 | 32 | 32 | 86 |
| Total for the subject | | 150 | 32 | 32 | 86 |

2.2 Homework

Homework (HW) is carried out in the first semester, in accordance with the methodological recommendations approved in the established order, with the aim of consolidating and deepening the theoretical knowledge and skills of students and is an important stage in mastering the educational material on discipline.

The time required to complete the homework is up to 8 hours of self-study work.

3. BASIC CONCEPTS OF GUIDANCE ON THE SUBJECT

3.1. List of references

Basic literature

3.1.1. Балабанова Л.В. Управление персоналом: навч. посіб. / Л.В. Балабанова, О.В. Сардак. -К.: ВД «Професіонал», 2006.

3.1.2. Жуковська В.М. Управление персоналом. Практикум : навч. посіб. / В.М. Жуковська, І.П. Миколайчук. - К.: Київ. нац. торг.-екон. ун-т, 2008. - 293 с.

3.1.3. Михайлова Л.І. Управление персоналом: навчальний посібник / МОН.– Київ: Центр учбової літератури, 2007.– 248с.



3.1.4. Савельєва В.С. Управління персоналом : навч. посіб. / В.С. Савельєва, Єськов О.Л. - К. : ВД «Професіонал», 2005. - 336 с.

3.1.5. Хміль Ф.І. Управління персоналом : підручник / Ф.І. Хміль. - К. : Академвидав, 2006. - 606 с.

Additional recommended sources

3.1.6. Беяцкий Н.П. Управление человеческими ресурсами (HRM): учебно-методическое пособие. – Минск: ФУ Аинформ, 2006.–320с.

3.1.7. Виноградський М.Д., Виноградська А.М., Шканова О.М. Організація праці менеджера: навчальний посібник/ МОН; Київський економічний інститут менеджменту. –Київ: Кондор, 2010.– 413с.

3.1.8. Доброзорова О.В., Осадчук І.В. Організація праці менеджера: навчальний посібник/ МОН. – Київ: Кондор, 2009.– 502с.

3.1.9. Коваленко М.А., Грузнов І.І., Сухомлин Л.Є. Менеджмент трудової активності працівників підприємства: навчальний посібник/ МОН. – Херсон: Олди-плюс, 2006.–288с.: іл.

3.1.10. Крушельницька О.В., Мельничук Д.П. Управління персоналом: навчальний посібник/ МОН – 2-е вид., перероб. й доп. – Київ: Кондор, 2006.–308с.

3.1.11. Сладкевич В.П., Чернявський А.Д. Сучасний менеджмент організацій: навчальний посібник/ МОН.–Київ: МАУП, 2007.– 488с.

3.2. List of basic guidance materials for the subject

| № | Name | Index of Topics where Guides are Used | Amount |
|----|------------------------------|---------------------------------------|-------------------------------|
| 1. | Slides | 1.1-1.6, 2.1-2.7 | electronic version |
| 2. | Test for Module Test № 1, №2 | 1.7, 2.9 | 1 copy and electronic version |

4. RATING SYSTEM OF KNOWLEDGE AND SKILLS ASSESSMENT

4.1. Grading of different kinds of academic work performed by a student is done in accordance with Table 4.1.

Table 4.1

Grading of different kinds of academic activities performed by a student

| 6 semestr | | | | |
|---|---------------|---|---------------|------------|
| Module №1 | | Module №2 | | Max Grade |
| Kind of Academic Activities | Max Grade | Kind of Academic Activities | Max Grade | |
| Answers on practicals (3 values *8 classes) | 24 (total) | Answers on practicals (3values *8 classes) | 24 (total) | |
| Tests (3 values *1 classes) | 3 (total) | Preparation and defense of the homework | 8 | |
| <i>For carrying out module test № 1, a student must receive not less than 20 values</i> | | <i>For carrying out module test № 2, a student must receive not less than 17 values</i> | | |
| Module test №1 | 15 | Module test №2 | 14 | |
| Total for module №1 | 42 | Total for module №2 | 46 | |
| Graded test | | | | 12 |
| Total 6 semester Grade | | | | 100 |



4.2. The completed curricular activity is accounted if the student received a positive mark according to the national scale given in the table 4.2 below.

4.3. The Current Module Grade and the Module Test Grade together make up a Total Module Grade whose correspondence to the National Scale is shown in Table 4.3.

Table 4.2

Correspondence between the Grades and the National Scale

| Grades | | | | | National Scale |
|----------------------|---------|----------|---------------|---------------|----------------|
| Answer on practicals | Tests | Homework | Module test 1 | Module test 2 | |
| 3 | 3 | 8 | 14-15 | 13-14 | Excellent |
| 2,5 | 2,5 | 6-7 | 12-13 | 11-12 | Good |
| 2 | 2 | 5 | 9-11 | 9-10 | Satisfactory |
| under 2 | under 2 | under 5 | under 9 | under 9 | Bad |

4.4. The Semester Module Grade is calculated as the sum of the Total Module Grades. The correspondence between Semester Module Grade values and the National Scale is given in Table 4.4 and 4.5.

Table 4.3

Correspondence between the Total Module Grades and the National Scale

| Module №1 | Module №2 | National Scale |
|-----------|-----------|----------------|
| 38-42 | 42-46 | Excellent |
| 32-37 | 35-41 | Good |
| 25-31 | 28-34 | Satisfactory |
| under 25 | under 28 | Bad |

4.5. Total Semester Grade in semester with differentiated test (with this discipline – in 4th semester), equals to the sum of The Semester Module Grade and the Differentiated test Grade established for each category of Semester Module Grades (**12 for "Excellent", 10 for "Good, and 8 for "Satisfactory"**), which is transferred in grades of National Scale and grades ECTS (Table 4.6).

Table 4.4

Table 4.5

Correspondence between the Semester Grades and the National Scale

| Semester Grades | National Scale | Examination Grades | National Scale |
|-----------------|----------------|--------------------|----------------|
| 79-88 | Excellent | 11-12 | Excellent |
| 66-78 | Good | 9-10 | Good |
| 53-65 | Satisfactory | 7-8 | Satisfactory |
| under 53 | Bad | under 7 | Bad |

4.6. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student's record book.



Table 4. Correspondence of the Total Semester Grades to the National Scale and the ECTS System

| Total Semester Grades | National Scale | ECTS System | |
|-----------------------|---------------------|-------------|--|
| | | ECTS Grade | Explanation |
| 90-100 | Excellent | A | Excellent (excellent performance with insignificant shortcomings) |
| 82 – 89 | Good | B | Very Good (performance above the average standard with few mistakes) |
| 75 – 81 | | C | Good (good performance altogether with a certain number of significant mistakes) |
| 67 – 74 | Satisfactory | D | Satisfactory (performance meets the average standards) |
| 60 – 66 | | E | Sufficient (performance meets the minimal criteria) |
| 35 – 59 | Bad | FX | Bad (bad performance; a second testing is required) |
| 1 – 34 | | F | Bad (very bad performance; a student shall retake the course) |

4.7. The Total Semester Grades, National Scale grades and ECTS System grades is entered into the Examination Register and into a student's record book.

4.8. The Total Semester Grade is entered into the Examination Register and into a student's record book in values, National Scale grades, and ECTS Scale grades, for example: **92/Ex/A**, **87/Good/B**, **79/Good/C**, **68/Sat/D**, **65/Sat/E**, etc.

4.9. The Total Grade is equaled the Total Semester Grade.

The Total Semester Grade is entered into the Diploma Supplement.



(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

| № прим. | Куди передано (підрозділ) | Дата видачі | П.І.Б. отримувача | Підпис отримувача | Примітки |
|---------|---------------------------|-------------|-------------------|-------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

| № пор. | Прізвище ім'я по-батькові | Підпис ознайомленої особи | Дата ознайомлення | Примітки |
|--------|---------------------------|---------------------------|-------------------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

| № пор. | Прізвище ім'я по-батькові | Дата ревізії | Підпис | Висновок щодо адекватності |
|--------|---------------------------|--------------|--------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

| № зміни | № листа (сторінки) | | | | Підпис особи, яка внесла зміну | Дата внесення зміни | Дата введення зміни |
|---------|--------------------|------------|--------|--------------|--------------------------------|---------------------|---------------------|
| | Зміненого | Заміненого | Нового | Анульованого | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

| | Підпис | Ініціали, прізвище | Посада | Дата |
|-----------|--------|--------------------|--------|------|
| Розробник | | | | |
| Розробник | | | | |
| Узгоджено | | | | |
| Узгоджено | | | | |
| Узгоджено | | | | |