

NATIONAL AVIATION UNIVERSITY
Faculty of Transport, Management and Logistics
Management of Foreign Economic Activity of Enterprises Department

AGREED
Acting Dean

_____ O. Ilienکو
« ___ » _____ 2019

APPROVED
Vice-Rector for Academics
and Educative Activity

_____ A. Hudmanian
« ___ » _____ 2019



Quality Management System

COURSE TRAINING PROGRAM

on

" Human Resource Management "

Field of study: 073 "Management"
Major: "Management of Foreign Economic Activity"

Year of study of Master Degree – 2^d Semester – 2th

Lectures – 17
Practicals – 17 Examination – 2th semester
Self-study – 86
Total (hours/ECTS credits) – 120/4.0

Homework - 2th semester

Index EC-6-6.030601/15-3.1.2.2

QMS NAU CTP 11.02.03-01-2018



The Course Training Program on “Human Resource Management” is based on the Master 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 _____ 2019, and correspondent normative documents.

Developed by:

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Discussed and approved by the Graduate Department for Major 6.030601 “Management” – Management of Foreign Economic Activity of Enterprises Department, Minutes № _____ of "_____" _____ 2019.

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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
2th Semester					
Module № 1 "Fundamentals of human resource management of organization"					
1.1	Human resource 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 human resource 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. Управління персоналом: навч. посіб. / Л.В. Балабанова, О.В. Сардак. -К.: ВД «Професіонал», 2006.

3.1.2. Жуковська В.М. Управління 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. Управління 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. Беляцкий 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 (3 values *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
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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

Answer on practicals	Tests	Grades			National Scale
		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 equalled 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				