

Specialty: **8.03050501 “Personnel Management and Labour Economics”**

Semester 1.

№	<i>Course unit title</i>	<i>ECTS</i>	<i>Control</i>	<i>Learning outcomes of the course unit</i>
1	Global Economy (Part 1)	2	Credit	The student is able to: 1. analyze forms and stages of globalization and economic integration; 2. identify performance criteria for integration groups; 3. explore features of development globalization around the world.
2	Innovative Development of an Enterprise (Part 1)	2	Credit	The student is able to: 1. substantiate priority directions of innovative development with the needs and characteristics of the national economy; 2. collect and organize marketing information for selecting target markets, measuring and forecasting demand, innovative product positioning; 3. assess condition, dynamics, efficiency and innovation potential of company to substantiate its extension priorities.
3	Labour Safety in the Branch	1	Exam	The student is able to: 1. identify harmful and hazardous environmental factors at labour process; 2. assess compliance with sanitary conditions and established regulatory requirements; 3. predict the effects of hazardous and harmful working conditions for health and working capacity in the branch; 4. skilfully use preventive measures and means which are aimed at normalizing working conditions, eliminating the causes of accidents and occupational diseases in professional activity; 5. apply knowledge about health and safety issues in the development of new techniques and technologies in the branch; 6. use legal framework for the protection of individual rights to provide friendly and safe working conditions.
4	Civil Protection	1	Credit	The student is able to: 1. use methods and tools of monitoring emergency situation, building models (scenarios) of their development and evaluation of their effects; 2. determine the range of responsibilities under direction of professional activities based on civil protection’s tasks; 3. make decisions on civil protection within its authority; 4. determine composition of forces, means and resources to deal with the emergency; 5. assess readiness of a unit to work in emergency situation under specified criteria and indicators.

5	Financial Management	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. operate with basic economic categories, analyze financial statements of business entities; 2. base the selection of sources for enterprise's financing, count optimum volume of purchases, bankroll, accounts receivable; 3. carry out operational analysis of profit, substantiate the most effective option of dividend policy; 4. plan enterprise's capital structure, determine the direction of financial investments; 5. assess financial risks and develop measures of anti-crisis management.
6	Technologies of Personnel Management	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. analyze work, design profile of job title, form requirements for candidates for a vacant post; attract candidates for the vacant post from internal and external sources 2. develop procedures for professional selection of personnel; justify expediency of recruitment services used in selection of personnel; 3. prepare a questionnaire for candidates for the vacant post, analyze candidate's resume, conduct interviews, test candidates for the vacant post, draw conclusions about candidates for the post; 4. check information about candidates for the vacant post, legalize labour relations; 5. lease staff, evaluate staff, ensure personnel safety; 6. use the software products for human resources.
7	Personnel Motivation	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. analyze the state of financial motivation of employees; assess the level of differentiation of labour income of employees; form corporate policy of labour income; 2. develop tariff wage conditions; design a basic salary with gradation; conduct market salary review; 3. develop regulations on awarding employees; develop a procedure for application and size of bonuses and allowances to tariff rates and salaries; develop a procedure for application and size of guarantee and compensation; 4. form a compensation and benefits blocks for the enterprise; develop social insurance programs; develop programs of staff participation in the profits and equity; 5. develop tools for non-financial motivation for personnel; develop methods to encourage employees through flexible schedule and free time; implement motivational monitoring.
8	Productivity Management	3	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. measure productivity (total and partial) in each link of the economy; 2. analyze the levels of productivity in terms of its factors; 3. perform inter-company comparison of productivity; 4. provide consultancy services for increased productivity for managers of any economics level; 5. create professional-target groups to increase productivity in organizations; 6. develop current and future programs to improve productivity in organizations and in their

				departments.
9	Economic Analysis of Social Institutions' Work	4	Credit	The student is able to: 1. analytical thinking; 2. understand the economic meaning and significance of information reflecting the activity of social institutions; 3. analyze different areas of social institution's work; 4. identify internal reserves of social institutions' work; 5. develop measures for their implementation.
10	Basics of Social State	3	Exam	The student is able to: 1. determine historical stages of evolution of the theory and practice of a social state; 2. summarize theoretical and methodological prerequisites of development for social state; 3. elucidate the role and place of corporate social responsibility in the system of social values of a social state; 4. find out the specifics of social policy as a tool for implementing social responsibility of public authorities; 5. justify scientific and practical suggestions and recommendations for implementation of state's policy that reinforces social responsibility and social character of a state.
11	Cadre's (HR) Consulting	2	Credit	The student is able to: 1. develop economic thought, based on the study of national and international experience for implementation of HR consulting; 2. assess the current status and human resources of an enterprise; 3. analyze generalized forms of manifestation of economic laws and regularities; 4. determine the optimal proportions between the governing and executive staff; 5. analyze the effectiveness of human resource management system; 6. develop and optimize procedures for personnel management.

Semester 2.

No	Course unit title	ECTS	Control	Learning outcomes of the course unit
1	Global Economy (Part 2)	2	Exam	The student is able to: 1. analyze efficiency and identify patterns of development; 2. analyze economic forces of globalization and global challenges; 3. substantiate priority areas and possible forms of regional integration Ukraine.
2	Innovative Development of an	2	Exam	The student is able to: 1. design and substantiate management decisions to ensure the effectiveness of innovative

	Enterprise (Part 2)			<p>businesses subjects' development;</p> <p>2. identify and assess risks in innovation activity and control their level by means of risk management;</p> <p>3. economically substantiate choice of enterprise's intellectual property protection method.</p>
3	Social Responsibility	4	Exam	<p>The student is able to:</p> <p>1. form social responsibility management mechanism and form effective interaction between employers and employees with principles of social responsibility;</p> <p>2. form enterprise's relationships with external organizations on the basis of corporate social responsibility;</p> <p>3. determine directions for activation of individual and collective environmental responsibility;</p> <p>4. enhance social responsibilities of business social development through social partnership;</p> <p>5. monitor social responsibility; evaluate the effectiveness of corporate social responsibility;</p> <p>6. develop corporate social responsibility as a factor for increasing competitiveness.</p>
4	Intellectual Property	1	Credit	<p>The student is able to:</p> <p>1. determine objects of intellectual property rights; determine subjects of intellectual property rights;</p> <p>2. determine intellectual property in norms of common law of Ukraine; determine components of intellectual property system in Ukraine; determine components of international protective system of intellectual property;</p> <p>3. determine algorithm to legal protection for objects of patent rights (inventions, utility models, industrial designs);</p> <p>4. determine algorithm to legal protection for means of individualization of participants in civil usage (trademarks, trade names);</p> <p>5. determine algorithm to legal protection for non-traditional objects of intellectual property (plant varieties, topography of integrated circuits, commercial secret);</p> <p>6. determine algorithm to legal protection for objects of intellectual property in other countries;</p> <p>7. determine violation of the rights facts for security documents for objects of intellectual property, cost of rights for objects of intellectual property.</p> <p>The student knows rights and obligations of owners of security documents for objects of intellectual property, cost of rights for objects of intellectual property.</p>
5	Organization of Manager's Labour	4	Exam	<p>The student is able to:</p> <p>1. organize a workplace for a manager (for professional); analyze conditions of manager's work;</p> <p>2. develop measures to improve work processes in management of an enterprise; analyze information needs of managers and professionals;</p> <p>3. develop measures to improve information support for a manager;</p> <p>4. analyze status and effectiveness of delegation authority of middle and top management;</p>

				5. provide preparing for business conferences and meetings; advise managers in personnel management's aspects.
6	Information Systems in Personnel Management	2	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. assess the management's situation quickly and correctly, make management decisions based and used with information systems (IS), local nets and Internet resources; develop technical and economic targets for creation and restructuring of information systems; 2. distinguish problems to which it is advisable to use information systems; interpret basic concepts of IS; classify IS and use their resources; 3. choose the appropriate IS from available systems, use information resources of the global net "Internet", local and regional information nets in modern organizations; 4. design and create databases of enterprise's personnel 5. conduct management accounting of enterprise's personnel, analysis of its staff with special software; 6. use different software for automation of personnel management's work in an enterprise.
7	Personnel Management	4	Exam	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. organize practical work in personnel management for modern organizations; analyze quality of personnel in an organization; 2. apply different methods of planning needs of the enterprise staff; 3. use methods of recruitment and selection of personnel for vacant positions according to the situation, analyze the problems that arise in this situation; 4. compose main documents regulating the activities of employees; make periodic evaluation of personnel; 5. plan professional training and manage business career of employees; determine impact of the chosen system of incentives for efficiency of personnel.
8	Revision and Control of Financial and Economic Activity of Social Institutions	4	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. control how the income and expenditure for social institutions are estimated; 2. control how tariffing list and staff list for social institutions are generated; 3. control how wages fund for educational institutions, health care facilities etc. is formed; 4. control the process of accruing to the fund of social insurance; 5. control property transactions and calculations of social institutions.
9	Government Regulation of Employment	4	Credit	<p>The student knows leading patterns of labour market.</p> <p>The student is able to:</p> <ol style="list-style-type: none"> 1. understand principles and methods of state regulation of employment; 2. use the methods and tools of analysis of employment; 3. identify and summarize trends in the labour market; 4. prevent unemployment with economic, legal, administrative and organizational means.

10	Audit of Wages Fund	3	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. use sources of economic information, methods and techniques of audit of wages fund; 2. work with regulations (labour laws, auditing standards); 3. develop program for audit of wages fund; 4. form audit report about wages fund; 5. use computer technology in auditing of wages fund.
11	Strategic Management	2	Credit	<p>The student is able to:</p> <ol style="list-style-type: none"> 1. design and build the mission, goals, strategies, and “strategic set” of an enterprise; 2. carry out SWOT analysis, build strategic plans of various kinds for organizations; 3. build an efficient, effective system of organizational, financial, economic, information and analytical support of strategic management; 4. apply skills of strategic thinking and management in practice.