

COURSE DESCRIPTION

Academic year: 2022/2023	
University: Comenius University Bratislava	
Faculty: Faculty of Management	
Course ID: FM.KMn/083AB/21	Course title: Personnel Management in Small and Medium Organizations
Educational activities: Type of activities: lecture Number of hours: per week: 2 per level/semester: 28 Form of the course: on-site learning	
Number of credits: 3	
Recommended semester: 6.	
Educational level: I.	
Prerequisites:	
Recommended prerequisites: During semester student has possibility to obtain 60% of the total points (seminar/ semester project in team presentation (50%): the structure of the project will be in MS Teams (the analysis of PM in real organization0 and case study analysis (10%), final exam 40%	
Course requirements: 60 % continuous evaluation: 1. active participation and case study in classes – 10 % (assessment of knowledge acquired through self-study and watching video/listening to lectures, reading articles in MS Teams, guest speakers presentations) 2. team presentation (semester project)– 50%, the structure of the project will be in MS Teams (the analysis of PM in real organization) 3. 40 % final evaluation- exam: regular term in written form The evaluation of the course is in accordance with the Study Regulations of FM and the individual levels of the classification scale are awarded on the basis of the applied point system, which reflects the degree of success of completing the course. A minimum of 91 percent is required to obtain an A rating, a minimum of 81 percent to obtain a B rating, a minimum of 73 percent to a C rating, a minimum of 66 percent to a D rating and a minimum of 60 percent to an E rating. Credits will not be awarded to a student who earns less than 60 percent. Scale of assessment (preliminary/final): continuous assessment/ final exam 60/40	
Learning outcomes: After completing the course, the student will gain comprehensive knowledge of the personnel activities in SMEs and family businesses. The student will understand the differences in personnel activities depending on the size of the company and the attitudes of managers/owners in using of personnel functions at company level. The learning outcomes are: critical analysis and comparison different approaches that reflect changes in the content of the work, the course develops analytical and conceptual thinking, ability to work in a team, ability to think creatively, ability to use theoretical knowledge and compare with the day-to-day activities in SMEs. The organisation of course consists of : lecturing, in-class discussions, case study and team presentation of selected SMEs.	

Class syllabus:

1. Introduction - the role of SMEs and family businesses, the peculiarities of development, importance and benefits.
2. Characteristics of the business environment of SMEs and family businesses
3. Personnel management and its connection to human resources management.
4. The importance of personnel management in SMEs and family businesses.
5. Personnel work and its specifics in SMEs and family businesses.
6. Selected personnel management functions that are used in individual analyzed enterprises (examples from practice)
7. Recruitment, selection and training of employees.
8. Evaluation, remuneration and motivation of employees.
9. Ways of stabilizing workers (social program, employee benefits, work organization).
10. Presentation of semester projects according based on the structure.

Recommended literature:

1. NOE, R., HOLLENBECK, R., BARRY, G., WRIGHT, P.M. Fundamentals of Human Resource Management (8th edition). ISBN: 97812600791731. 1. COOPER, C. L. – BURKE, R. J. 2011. Human Resource Management in Small Business. Edward Elgar Publishing, 2011.
2. COOPER, C. L. – BURKE, R. J. 2012. Human Resource Management in Small Business. Achieving Peak Performance. Edward Elgar Publishing, 2012.
3. DE KOK, P. 2003. Human Resource Management within Small and Medium-Sized Enterprises. Tinbergen Institute Research, 2003. 4. FLEISCHER, C. H. 2009. HR for Small Business: An Essential Guide for Managers, Human Resources Professionals, and Small Business Owners.

Languages necessary to complete the course:

English

Notes:

In compliance with the regulations of the internal regulation No. 16/2017 Rector's Directive Comenius University in Bratislava Full reading of the internal regulation No. 23/2016 Rector's Directive Comenius University in Bratislava, which issues the Code of Ethics of the Comenius University in Bratislava as read in supplement No. 1, every student acquires his/her study results honestly; does not cheat and use dishonest practices during any form of assessment of his/her acquired knowledge. Cases of breaking the Code of Ethics of Comenius University can be judged as breaking the duties following from legal regulations, (...). Such judgement may be connected with enforcing accompanying legal consequences on academic, (...) disciplinary level.

In accordance with the regulations of the internal regulation No. 13/2018 approved by the Academic senate of Comenius University in Bratislava the Disciplinary Regulations of Comenius University in Bratislava for Students, a disciplinary offence of a student is any form of copying or forbidden cooperation or providing answers during written or oral examination (assessment of knowledge) or during preparation for it within the course, or using technical devices or any information carriers in other than allowed ways during written or oral evaluation of study results (assessment of knowledge) or during preparation for it within the course. Committing a disciplinary offence may lead to imposing some disciplinary precautions on the student: admonition, conditional suspension of studies or dismissal from studies.

Past grade distribution

Total number of evaluated students: 5

A	ABS	B	C	D	E	FX	M
80,0	0,0	0,0	0,0	0,0	0,0	20,0	0,0

Lecturers: prof. Ing. Ľubica Bajžíková, PhD., doc. Ing. Mgr. Ľubomíra Strážovská, PhD.
Last change: 04.03.2023
Approved by: