



TANTÁRGYI ADATLAP SUBJECT DATASHEET

IT SUPPORT FOR HR ACTIVITIES

BMEGT52S166

I. COURSE DESCRIPTION

1. SUBJECT DATA

Course name

IT SUPPORT FOR HR ACTIVITIES

Course code

BMEGT52S166

Course type Contact lessons

Kurzustípusok és óraszámok

<u>Type</u>	<u>Lessons</u>	<u>Type of assessment</u>	<u>Number of credits</u>
Lecture	12	exam	
Practice	8		
Laboratory	0		3

Course leader

<u>Name</u>	<u>Position</u>	<u>Email adress</u>
Gerákné dr. Krasz Katalin	assistant professor	krasz.kata@gtk.bme.hu

Organizational unit for the subject

Department of Ergonomics and Psychology

Subject website

<https://edu.gtk.bme.hu>

Language of teaching

magyar - HU

Curriculum role of the subject, recommended semester

Programme: **Munka és szervezet szakpszichológus 2010**

Subject Role: **Kötelező törzsanyag**

Recommended semester: **4**

Pre-requisites

strong Nincs

weak Nincs

paralell Nincs

exclusive Nincs

1.13 A tantárgyleírás érvényessége / Validity of the Subject Description

Approved by the Faculty Education Committee of Faculty of Economic and Social Sciences (Valid from: 06.09.2021.)

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2. OBJECTIVES AND LEARNING OUTCOMES

Objectives

The aim of the course is to provide an overview of HR IT systems and to learn about their application areas, possibilities and advantages in addition to their content and form. In addition, the course aims to enable students to define specification requirements for IT solutions supporting organisational HR processes and to plan software implementations.

Learning outcomes

Knowledge

1. The student will acquire a comprehensive knowledge of IT applications supporting the recruitment and selection process.
2. The student will gain an understanding of IT applications supporting the training and development process.
3. The student will become familiar with IT applications supporting the performance appraisal process.
4. The student will be familiar with the possibilities of defining needs and requirements for HR software. The important decision criteria for the design and selection of HR software.
5. The student will be familiar with the HR tasks related to the implementation and operation of HR software

Ability

1. Able to communicate in a professionally appropriate way, orally and in writing, on these topics.
2. The student is able to define the requirements for IT solutions to support HR processes and to establish decision criteria to support the selection of an HR IT solution.
3. The student will be able to design the conditions for the implementation and operation of IT solutions and applications supporting HR processes.

Attitude

1. Open to knowledge of the latest, trend-setting human resource management software.
2. Willingly collaborates with peers on issues as appropriate.
3. Proactively engages and contributes to issues affecting his/her work.
4. Ability to listen to and accept the views and opinions of others.
5. Has a value-added approach to his/her profession.
6. Has a desire for continuous self-development.

Autonomy and responsibility

1. Ability to independently assess and make decisions on issues affecting his/her professional activities.
2. Can independently identify the characteristics of IT solutions supporting the organisation's HR processes.
3. Assumes responsibility for the tasks and programmes planned and/or managed by the candidate.
4. Represents his/her profession responsibly and ethically

Methodology of teaching

Lecture, interactive class exercises, group work, practical exercises.

Materials supporting learning

- Norbert, F. E., Karoliny, M., Farkas, F., Poór, J. (2000): Személyzeti/emberi erőforrás menedzsment kézikönyv, KJK-KERSZÖV, Jogi és Üzleti Kiadó Kft.
- Sleizzer, M. C., Wentling, L. T., Cude, L. R. (2002): Human Resource Development and Information Technology: Making Global Connections. Boston, Mass, Kluwer Academic Publishers.

II. SUBJECT REQUIREMENTS

TESTING AND ASSESSMENT OF LEARNING PERFORMANCE

General Rules

The assessment of the learning outcomes set out in point 2.2 is based on the preparation of an individual ho-mework, its presentation and the answering of questions related to the topic.

Performance evaluation methods

A. A detailed description of the performance assessments carried out during the academic term: Participatory performance assessment: practical exercise - group project work - identification of require-ments for IT applications supporting HR processes (recruitment/selection; training/development; performan-ce management). After the software demonstrations, summarise and evaluate the strengths and areas for improvement of the HR software based on the pre-defined requirements, select the software that best meets the requirements.

Proportion of performance evaluations performed during the diligence period in the rating

- group project work - defining specification requirements: 40%
- group project work - presentation: presen-ting an evaluation of the HR software and making a selection decision with justification: 60%
- sum: 100%

Proportion of examination elements in the rating

- :

The condition for obtaining the signature, validity of the signature

The condi-tion for obtaining the signature is the completion of all project tasks according to point 3.3

Grading

Excellent	
Very good	> 90
Good	80–89
Satisfactory	70–79
Pass	50–69
Fail	< 50

Correction and retake

The student may substitute an individual homework.

Study work required to complete the course

12
8
70
90

Approval and validity of subject requirements

Pre-2017, next review September 2021.

III. COURSE CURRICULUM

THEMATIC UNITS AND FURTHER DETAILS

Topics discussed during the semester

A 2.2. pontban megfogalmazott tanulási eredmények eléréséhez a tantárgy a következő tematikai blokkokból áll. Az egyes félévekben meghirdetett kurzusok sillabuszaiban e témaelemeket ütemezzük a naptári és egyéb adottságok szerint.

- 1 HR szoftverekkel szembeni igények, követelmények meghatározásának lehetőségei. A HR szoftverek kiválasztásának lehetséges döntési kritériumai.
- 2 Toborzás, kiválasztási folyamatot támogató informatikai alkalmazások
- 3 Képzés, fejlesztési folyamatot támogató informatikai alkalmazások
- 4 Teljesítményértékelési folyamatot támogató informatikai alkalmazások
- 5 HR szoftverek bevezetésével, működtetésével kapcsolatos személyügyi feladatok

Lecturers participating in teaching

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Dr. Kun Ágota adjunktus kun.agota@gtk.bme.hu

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