



SUBJECT DATASHEET

IT SUPPORT FOR HR ACTIVITIES

BMEGT52S166

I. SUBJECT DESCRIPTION

1. SUBJECT DATA

Subject name

IT SUPPORT FOR HR ACTIVITIES

ID (subject code)

BMEGT52S166

Type of subject

Contact lessons

Course types and lessons

<i>Type</i>	<i>Lessons</i>
Lecture	12
Practice	8
Laboratory	0

Type of assessment

exam

Number of credits

3

Subject Coordinator

<i>Name</i>	<i>Position</i>	<i>Contact details</i>
Gerákné dr. Krasz Katalin	assistant professor	krasz.kata@gtk.bme.hu

Educational organisational unit for the subject

Department of Ergonomics and Psychology

Subject website

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

Language of the subject

magyar - HU

Curricular role of the subject, recommended number of terms

Programme: **Work and Organisational Psychologist 2010**

Subject Role: **Compulsory core material**

Recommended semester: **4**

Direct prerequisites

Strong None

Weak None

Parallel None

Exclusion None

Validity of the Subject Description

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

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.

Academic results

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.

Skills

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.

Independence 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

Teaching methodology

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 assessment 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.

Percentage of performance assessments, conducted during the study period, within 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%

Percentage of exam elements within the rating

Conditions for obtaining a signature, validity of the signature

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

Issuing grades

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

Retake and late completion

The student may substitute an individual homework.

Coursework required for the completion of the subject

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 covered during the term

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

Additional lecturers

Gadanecz Péter tanársegéd gadanecz.peter@gtk.bme.hu

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

Approval and validity of subject requirements