RĪGAS TEHNISKĀ UNIVERSITĀTE

Reģ.Nr.90000068977, Ķīpsalas iela 6A, Rīga, LV-1048, Latvija
Tālr.:67089999; Fakss:67089710, e-pasts:rtu@rtu.lv, www.rtu.lvwww.rtu.lv

Study programme "Human Resource Management"

Main attributes

Title	Human Resource Management
Identification code	ICR0
Education classification code	42345
Level and type	Professional Bachelor (First Cycle) Studies
Higher education study field	Management and Administration, Real Estate Management
Head of the study field	Inga Lapiņa
Department responsible	Faculty of Engineering Economics and Management
Head of the study programme	Elīna Gaile-Sarkane
Professional classification code	2423 03.
The type of study programme	Full time, Part time, Extramural
Language	Latvian
Accreditation	12.06.2013 - 30.06.2021; Accreditation certificate No 2020/37
Volume (credit points)	160.0
Duration of studies (years)	Full time studies - 4,0; Part time studies - 5,0; Extramural - 5,0
Degree or/and qualification to be obtained	Professional Bachelor Degree in Human Resource Management and Personnel Manager Qualification
Qualification level to be obtained	The 6th level of European Qualifications Framework (EQF) and Latvian Qualifications Framework (LQF); the 6th level of professional qualification
Programme prerequisites	General Secondary Education or 4-year Vocational Secondary Education, or 1th level Higher Professional Education in Human Resource Management

Description

Abstract	Nowadays human resource management creates a basis for sustainable and long-lasting company development. Students of the professional bachelor study programme acquire the necessary knowledge, skills and competencies for comprehensive and effective work in the field of human resource management. Graduates are able to identify, assess, manage and improve organization's human resource management processes and their interaction, to define the organization's goals and determine improvement activities for human resource management in an organization. Graduates are able to work as human resource managers or heads of HR departments at organizations and companies of various types and sizes in different branches of industry and areas of activity. They can also work as self-employed persons or sole proprietors.
Aim	The aims of the professional bachelor study programme "Human Resource Management" are to provide students with an opportunity to master the knowledge and skills required for personnel management; to train specialists who meet the requirements of the national economy, who are competitive and dynamic and can perform jobs related to the process of personnel management, as well as can analyse the achieved results, identify problematic issues, define company's personnel management goals, forecast, plan, and implement the ways for attaining them in an organization.
Tasks	The general tasks of the professional bachelor study programme "Human Resource Management" are as follows: - to ensure a competitive bachelor's level education corresponding to national and international standards in human resource management; - to provide students with a comprehensive knowledge, to develop special skills and competencies required in the labour market for a human resource manager, to provide students with an opportunity to gain practical work experience relevant to future employment; - to ensure amendments to the content, learning process, research development in line with the changes in the field of human resource management in international practice, applied research and didactics; - to develop an interest in further education and development, further perfection of academic and professional knowledge, interest in master studies, to develop and stimulate the use of students' research skills; - to stimulate students' interest in social processes, to enable them to develop into positive, modern, reliable and capable individuals, who can act independently and make autonomous decisions; - to encourage interaction between the academic staff and students in the development of research work and the practical use of the research results in accordance with different standards and trends in the field of human resource management.

Learning outcomes	The graduate of the bachelor study programme "Human Resource Management" is able: - to understand the processes occurring in the labour market and company and to make decisions according to the changed situation, to apply the acquired knowledge at work by implementing personnel management functions in a company; - to know and understand the legal requirements of personnel management, to determine which standards are applicable, to ensure their appropriate implementation within the framework of assigned responsibilities, to act in compliance with requirements of regulatory acts governing the legal employment relationships and ethics standards; - to know and identify the factors and risks influencing the personnel management of the organization, to determine the appropriate risk identification and prevention measures; - to determine the necessary competencies of the staff, distribution of their responsibilities and accountability in the assurance and improvement of personnel management system in a company; - to identify, assess, manage and improve organization's human resource management processes and their interaction, to define the organization's goals and determine improvement activities for human resource management in an organization; - to know and understand the basic economic activity indicators of a company, budgeting principles and to plan the necessary resources for the improvement of company's performance; - to use management information systems for ensuring the company's personnel management process, to understand and direct the flow of information within a company, to manage working groups and reach an agreement amongst them; - to conduct studies with a scientific value on human resource management, to interpret and analyse the results.
Final/state examination procedure, assessment	The basic forms of evaluation are an examination and a test that have to be taken at the end of every study course. Each form of test is defined in the programme of every study course and developed in compliance with the procedure established by RTU. Programme in concluded with the state examination, where the defence of Bachelor Thesis is a constituent part of this examination. Bachelor Thesis and its defence demonstrate student's ability: - to find, summarise and analyse academic and professional literature and information (including literature in foreign languages); - to use appropriate research methods, to analyse and evaluate major activities and data on HRM problem relevant for an organization; - to carry out independent research on a specific problem that is topical and important in HRM of an organization; - to draw conclusions and work out recommendations; - to present the research and practical results acquired and to defend his/her personal and professional opinion.
Description of the future employment	Human resource managers define and formulate the company's HR strategy, policies and objectives in a dynamic economic environment according to the company's objectives; analyze, evaluate and improve the enterprise management systems, plan and forecast company's human resources; provide the company with the necessary personnel; organize and manage personnel department work of a company; take part in the design and operation of labour protection system, and, in some cases, provide control of occupational health and safety systems, as well as take control of its operations; work with company's stakeholders and heads of other departments in order to develop HR strategic objectives; advise stakeholders, company's managers and department heads in the regulatory requirements of employment relationship and personnel management processes; adhere to the requirements of labour relations legislation in a company. Graduates are able to work as human resource managers or heads of HR departments at organizations and companies of various types and sizes in different branches of industry and areas of activity. They can also work as self-employed persons or sole proprietors.
Special enrollment requirements	No
Opportunity to continue studies	Master studies

Courses

No	Code	Name	Credit points
A		**Compulsory Study Courses**	**96.0**
A1		**General Education Study Courses**	**13.0**
1	DMS721	Mathematics	5.0
2	IĀS205	Statistics	3.0
3	IĀS215	Quantitative Methods for Economics	3.0
4	IVZ723	Introduction into Specialisation	1.0
5	ICA105	Civil Defence	1.0
A.2		**Field-Specific Theoretical Basic and IT Study Courses**	**37.0**
1	ITA704	Economics	4.0
2	IVZ749	Business Intelligence Technologies I	3.0
3	IVZ746	New Product Design and Development Methodology	4.0
4	IVZ762	Corporate Social Responsibility	3.0
5	IUE407	Marketing	3.0
6	IUE217	Business Economics	2.0
7	IUV301	Business Management	4.0
8	IUV519	Strategic Management	3.0
9	IUV413	Business and Labor Law	3.0
10	IUV222	Labor and Social Law	3.0
11	IUV224	Managerial Psychology	3.0
12	IUV106	Business Communication	2.0
A.3		**Field-Specific Professional Study Courses**	**46.0**
1	IVZ721	Information Technologies for Personnel Management	2.0
2	IRO300	Organization of Production and Services	4.0
3	IDA301	General and Occupational Safety (for economists)	2.0
4	IUV447	Ergonomics	2.0
5	IUV223	Personnel Management	5.0
6	IVZ724	Record Keeping	2.0
7	IUV207	Fundamentals of Finances	4.0
8	IUV442	Management System Analysis	4.0
9	IVZ722	Information Technologies for Personnel Management (Study Project)	2.0
10	IUV373	Personnel Management (study project)	2.0
11	IUV328	Personnel Planning, Organization and Management (Study Project)	2.0
12	IUV302	Labor Management (basic course)	2.0
13	IUV441	Personnel Planning, Organization and Management	4.0
14	IUV229	Economics of Human Resources	2.0
15	IUV433	Work Motivation Theories	2.0
16	IUV404	Psychology of Communication (for economists)	3.0
17	IUE125	Project Management	2.0
B		**Compulsory Elective Study Courses**	**20.0**
B1		**Field-Specific Study Courses**	**14.0**
1	IUV453	Management of Small Business	3.0
2	IUE481	Economic Information Systems	3.0
3	IKI760	Basics of Quality Management	3.0
4	IUV209	Accounting	3.0
5	IBO416	Taxes in Business	3.0
6	IUE538	Analysis of Economic Processes	3.0
7	IUV370	Civil Law	3.0
8	IMP203	International Economic Relations	3.0
9	ITE319	Fundamentals of Business Logistics	3.0
10	IVZ754	Scientific Research in Entrepreneurship	2.0
B2		**Humanities and Social Sciences Study Courses**	**2.0**
1	HSP377	General Sociology	2.0
2	HSP378	Politology	2.0
3	HFL336	Basic Ethics	2.0
4	HFL330	Business Etiquette	2.0
5	HSP489	Organizational Psychology	2.0
B6		**Languages**	**4.0**
1	HDG403	English	2.0

2	VIA188	Human Resource Management Special Course in English	2.0
3	HDG521	German	2.0
4	VIV188	Human Resource Management Special Course in German	2.0
C		**Free Elective Study Courses**	**6.0**
D		**Practical Placement**	**26.0**
1	IVZ715	Practical Placement for Specialization	16.0
2	IVZ714	Pre-Diploma Practice	10.0
E		**Final Examination**	**12.0**
1	IUV006	Diploma Project	12.0