

Information sheet for the course Ethics and Morality in Personnel Management

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KMaREZ/ lz21PVd/10</i>	Course unit title: <i>Ethics and Morality in Personnel Management</i>
Type of course unit: <i>required elective</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i> <i>Seminar:</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>6th semester 3rd year</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assesment methods: <i>In the course of the semester there will be a written test in which the student can earn 18 points. Attendance of lectures is monitored, it is possible to earn 22 points for attendance. Preparation of an annual project for a maximum of 10 points is another condition for completing the course. To obtain the evaluation A it is necessary to earn at least 46 points, to obtain evaluation B at least 41 points, to obtain evaluation C at least 36 points, to obtain evaluation D at least 31 points and to obtain evaluation E at least 26 points. Credit is not awarded to a student that does not gain at least 26 points.</i>	
Learning outcomes of the course unit: <i>A student completing the course obtains additional information and knowledge on philosophy, basic knowledge of ethics, moral principles and emotional intelligence that will serve him in coping with various work situations. The student knows how to deal with people with varying temperament, level of knowledge, diverse origins and of different age. The student can manage stressful situations, handle unusual and rarely occurring work tasks (notice of termination, assignment of challenging task, attempt to help a colleague in a difficult life situation etc.), respectively in the most efficient and respectful manner explain to an employee any routine task or convey criticism from management. The student understands context of the human psyche, interpersonal relationships and is able to recognize a person unsuitable for the given working collective. The student is able to navigate the maze of values and ideas, and create own set of values, providing basis for his decisions while maintaining the impartiality and honesty as principles of decision-making. After successful completion of the education process the student is capable to work as a human resource manager in any sector of the economy and advise management in personnel matters irrespective of the size, geographic identity and nationality of employees in the company. The practical benefits of this subject, however, go beyond boundaries of human resource management. The knowledge of ethics and morality is needed not only in the management of human resources, but also in marketing and everywhere, where the purpose of the activity aims towards man.</i>	
Course contents: <i>1. Introduction to the lectures - content of the course. The definition of the basic conditions for the origin of science and its terminology.</i> <i>2. Ethics as a practical philosophy, the theory of morality. Subject and methods.</i> <i>3. Origins and development of ethics. Basic schools of ethics.</i> <i>4. The structure of morality. Moral feelings and ideas, moral actions.</i> <i>5. The basic tools of morality. Conscience and moral evaluation.</i> <i>6. Basic ethical categories. Good and evil.</i>	

7. *Moral standards.*
8. *Philosophy, morality, science, law, culture.*
9. *Ethics general, special, applied, professional.*
10. *Basic principles of moral conduct of a manager and a human resources manager.*
11. *Protection of workers (employees) from damage and moral injury.*
12. *Codes of Ethics. Code of conduct for human resources manager.*
13. *Possibilities and limits of morality and ethics. Morality and corruption.*

Recommended of required reading:

Aristoteles: Etika Nikomachova. Pravda, Bratislava 1979

Anzenbacher, A.: Úvod do etiky. Academia, Praha 1994

Etický kódex Asociácie poskytovateľov personálnych služieb. /www.apas.sk/kodex.html

Etický kódex pracovníka štátnej správy. /www.government.gov.sk/dokumenty/etickykodex/ Etika verejné správy na miestní úrovni. Ministerstvo vnitra ČR, Praha 2003

Fischer, F.: Manažér a jeho poslanie v rozvoji pracovníkov. Ekonóm, Bratislava 1998

Language: Slovak

Remarks:

The course is offered in the summer semester of the third year of full-time undergraduate studies and in the summer semester of the fourth year of external undergraduate studies. This course is required elective.

Evaluation history:

A	B	C	D	E	FX
6.25	27.08	30.21	24.31	12.15	0.0

Lectures:

doc. Ing. Emília Krajňáková, CSc.

Last modification: 24.04.2014

Supervisor: *doc. Mgr. Sergej Vojtovič, DrSc*