



Faculty: FACULTY OF TELECOMMUNICATIONS AND MANAGEMENT

Department: INFORMATION TECHNOLOGY

Professional Field: COMMUNICATION AND COMPUTER EQUIPMENT

Specialty: CYBERSECURITY IN BUSINESS

Educational-qualification degree: BACHELOR

LEARNING COURSE DESCRIPTION

1. Course title: MANAGEMENT OF PROFESSIONAL HUMAN RESOURCES DEVELOPMENT

2. Course code: B.47.021.2

3. Type of the course: Elective

4. Level: Bachelor

5. Year of study: Second

6. Semester: Third

7. Number of credits: 3

8. Name of the lecturer: Assoc. Prof. Ivaylo Tsvetanov Stoyanov PhD

9. Course learning outcomes:

The aim of the course is to give students, in a systematized form, basic knowledge about the professional development of human resources in a working environment.

Students who have completed their studies in the discipline must acquire:

Basic knowledge of the areas of professional development of human resources in a work environment.

Practical skills for choosing a profession and professional development of human resources in the workplace.

Competences: After completing the course, students should know the areas of professional development leading to the occupation of various positions and positions in the work environment.

10. Teaching methods:

The material is presented in the form of a theory, which is accompanied by examples from business practice. Significant attention is paid to discussions, examples and practical cases.

11. Prerequisites:

Students should have knowledge of the Fundamentals of Economics, Business Leadership, Fundamentals of Management, Human Factors and Engineering Environment.

Courses using the discipline are Corporate Social Responsibility, Working Conditions and Stress Management in the Work Environment, Labor Behavior of Human Resources.

12. Course contents:

The discipline covers current topics that are related to the professional development of human resources in a work environment for an effective work and management process.

13. Bibliography

Basic literature:

1. **Bilton, C.** Management and Creativity: From Creative Industries to Creative Management. Wiley-Blackwell, 2008.
2. **Bray, T.** The Training Design Manual: The Complete Practical Guide to create and Effective and Successful Training Programmes. Kogan Page, 2009.
3. **Garvey, B., Stokes, P.** Coaching and Mentoring: Theory and Practice. Sage, 2021.
4. **Milton, M., Lambe, P.** The Knowledge manager's Handbook: a Step-by-Step Guide to Embedding Effective Knowledge Management in Your Organization. Kogan page, 2019.

Additional literature:

1. **Стоянов, И.** Менторство и коучинг услуги. „Авангард прима“, 2021.
2. **Brounstein, M.** Coaching and Mentoring for Dummies. Wiley, 2000.

14. Assessment methods and criteria:

The course ends with an *ongoing assessment*. The student's individual and team work is taken into account during the semester - ongoing control during lectures and practices.

1. Requirements for forming the six-point rating system

The course grade is formed by a point system, the maximum number of points students can receive is 100 (see Table 1). They are formed by one practical assignment, developed in a team of several students, assigned by the lecturer of the course (according to the topics of the syllabus) and two assignments in the practices - presentation of course work (at the choice of the student from the specified directions, ie topics and a practice for learning. With the

assessment that is formed by the resulting sum of points (from lectures and exercises), ie. with ongoing control, the student is formed according to pre-announced criteria.

2. Formation of the final assessment

Forming an assessment in the training course at each of the above stages, according to the points obtained and their ranking according to the six-point system is given in Table 1.

Table 1.

Number of points	Assessment According to the 6-point Scale System
0 – 20	Fail 2 (F)
20 – 39	Fail 2 (FX)
40 – 49	Satisfactory 3.00 (E)
50 – 59	Satisfactory 3.00 (D)
60 – 69	Good 4.00 (C)
70 – 84	Very good 5.00 (B)
85 – 100	Excellent 6.00 (A)

15. Language of instruction: *Bulgarian/English*