Syllabus
Course Program

Personnel and security organization

Lecturers and course developers

Developer: Ihor Petrovych Rushchenko

, Ihor.Rushchenko@kpi.edu.ua
Doctor of sociological sciences, professor. Work experience - 42 years.
Author of 195 scientific and scientific-methodological works, including six individual monographs and textbooks.
Course developer: Sociology of personality and deviant behavior, HR and organizational security, Sociology of economic crime, Fundamentals of media literacy and information warfare

Volodymyr Moroz

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Doctor of Science in Public Administration, Professor, Head of the Department of Sociology and Public Administration

Professional experience - 33 years.
The author of 246 scientific and methodological publications, 7 of which are published in journals included in the Scopus and WoS scientometric databases. He completed an internship at the Regional Institute of Administration (Lille, France), the Tampere University (Tampere, Finland) and the Baltic International Academy (Riga, Latvia). The author and organizer of several large in scale of respondents coverage sociological researches (co-organized by representatives of the scientific community of Latvia, Finland and China) on the problems of labour potential and quality of higher education. Member of the specialized scientific council for the defense of dissertations of the level of Doctor of Science. Member of the expert group of the Ministry of Education and Science of Ukraine on professional pedagogy, psychology and the content of professional (professional and technical) education. Member of the editorial boards of three scientific publications, two of which have the status of professional ones.

General information

Summary

Studying the course should form students' knowledge of the theoretical foundations of organizational security, threats and risks related to personnel; knowledge of dangerous categories of personnel and methods of strengthening personnel security; the ability to identify persons belonging to different categories of dangerous personnel

Course objectives and goals

Acquaintance of students with the problem of various aspects of personnel security and acquisition by students of the necessary knowledge and skills for practical activities to support the security of organizations as personnel managers

Format of classes

. Lectures, practical classes, independent work, consultations. The final control is Test.

Competencies

GC05. Ability to estimate and support quality of the performed work.
GC06. Ability to make well-substantiated decisions.
GC07. Ability to motivate people and proceed towards the common goal.
SC09. Ability to organize work on employee's motivation at organizations in economic branches.

Learning outcomes

PR10. To develop applied projects in employees motivating at organizations of economic branches

Student workload

. The total volume of the discipline is 90 hours. (3 ECTS credits): lectures – 16 hours, practical classes – 16 hours, independent work – 58 hours.

Course prerequisites

Theoretical sociology of the XXI century, Sociologic support of economic activities

Features of the course, teaching and learning methods, and technologies

. During the teaching of the course, multimedia tools, project and team work are used.
A project approach is used in the practical classes, it is planned to independently develop a method of identifying persons prone to various types of organizational deviation (after studying existing methods and their analysis

Program of the course

Topics of the lectures

Topic 1. Security of the organization as a subject of sociological analysis.
The relevance of the problem of personnel security, the subject and goals of the discipline. Security of the organization, threats and risks, personnel security, dangerous categories of personnel, typification of threats.

Topic 2. Organizational deviants and their impact on the safety of social organizations

Deviantology and sociology of deviant behavior, internal organizational norms of organizational deviants. Typology of organizational deviants. Risks and dangers associated with the presence of organizational deviants in the staff.

Topic 3. Addicts in organizations: main dangers, method of identification and work with addicts.
Addictions, types of addictions, Main risks and threats associated with addictions. Chemically dependent persons, persons with a non-chemical type of dependence. Persons with personality disorder in organizations

Topic 4. Persons prone to crime in organizations.
The problem of offenses and criminality in organizations of various types. Persons with a criminal past or criminal personality and their behavior in organizations.
Prevention of offenses in the workforce.

Topic 5. Fatigue, chronic stress and their danger.
The concept of fatigue, diagnosis of the state of fatigue, correction of functional states. The concept of stress. Prevention of chronic stress in organizations. Dangerous psychophysiological conditions associated with age characteristics of professional activity.

Topic 6. Management mistakes and their consequences for the state of personnel security.
Professional inadequacy, professional incompetence and their impact on safety. "Anomic states" of personnel and security of organizations. Pathological relations in the team, which are provoked by liars and aggressors

Topic 7. Conflicts in organizations and consequences for personnel security.
Conflicts in organizations: types, causes, structure. Conflict management as a way to reduce risks for the organization.

Topic 8. Construction of personnel security subsystem in the organization.
Systems of personnel security, principles of its functioning of the personnel security system, objects of its activity. Methods of working with candidates for the organization. Methods of screening and safe release of personnel. Protection of the organization from insiders, espionage, unfriendly intrusion

Topics of the workshops

. Topic 1. Security of the organization as a subject of sociological analysis.
Determination of the relevance of the problem of personnel security, the subject and goals of the discipline. Security of the organization, threats and risks, personnel security, dangerous categories of personnel, typification of threats.

Topic 2. Organizational deviants and their impact on the safety of social organizations
Description of deviantology and sociology of deviant behavior. Study of intra-organizational norms and organizational deviants. Risks and dangers associated with the presence of organizational deviants in the staff.

Topic 3. Addicts in organizations: main dangers, method of identification and work with addicts.
Study of the concept of "addicts", types of addictions, the main risks and threats associated with addicts. Chemically dependent persons, persons with a non-chemical type of dependence. Persons with personality disorder in organizations

Topic 4. Persons prone to crime in organizations.
Determination of the typology of offenses and criminality in various organizations and means of preventing the negative consequences of their presence in the team.

Topic 5. Fatigue, chronic stress and their danger.
The concept of fatigue, diagnosis of the state of fatigue, correction of functional states. The concept of stress. Prevention of chronic stress in organizations. Dangerous psychophysiological conditions associated with age characteristics of professional activity.

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Topics of the laboratory classes

Laboratory work is not provided.

Self-study

. The course involves an individual project task on creating a methodology for identifying persons belonging to the category of organizational deviants. The check is carried out during the defense of the student's own project in the form of a report and presentation. Students are also provided with relevant scientific works and practical materials for independent study with further discussion during practical classes

Course materials and recommended reading

1	*Balanovska T. I., Mykhailichenko M. V., Troyan A. V. Modern technologies of personnel management: a study guide. Kyiv: FOP Yamchynskyi O.V., 2020. 466p.*
2	*Hrebenyuk A.M. D 79 Fundamentals of information security management: training. manual / A.M. Hrebenyuk, L.V. Rybalchenko. Dnipro: Dniprop. state inside cases, 2020. - 144 p*
3	*Nikyforenko V. G. Personnel management: training manual. / V. G. Nikyforenko. - Odesa: Atlant, 2013 - 275 p.*
4	*Work with personnel of organizations: Training manual / edited by Ph.D., prof. I.P. Ruschenka - Kh.: "Fort" Publishing House, 2013. - 460 p.*
5	*Personnel management: textbook / O. M. Shubaly, N. T. Rud, A. I. Hordiychuk, I. V. Shubala, M. I. Dzyamulych, O. V. Potemkina, O. V. Sereda; in general ed. O. M. Shubaly. – Lutsk: IVV Lutsk NTU, 2018. – 404 p*
6	*Modern methods of ensuring personnel reliability: a study guide in diagrams and tables. Lviv: LvDUVS, 2019. 128 p*

Supporting literature

7	*L. Balabanova. Personnel management: Training manual/ L. Balabanova, Olena Sardak; Ministry of Education and Science of Ukraine, DonDUET named after M. Tugan-Baranovskyi. - K.: Professional, 2006. - 511 p.*
8	*Volkova O. V. The labor market. Study guide / O. Volkova. - K.: Center for Educational Literature, 2007. – 624 p.*
9	*Danyuk V. Personnel administration: Study guide / V. Danyuk, L. Kulakovska. - K.: Karavela, 2006. - 239 p.*
10	*Dorofienko, V. V. Personnel management: Graphical modeling: [learning method. manual] / V. V. Dorofienko, Yu. M. Komar, S. Yu. Komar, V. I. Tokareva; Under general ed. S.F. Povazhny. - Donetsk: DonDUU. - 2008. - 266 p.*
11	*Personnel documentation/O. Chigintseva, V. Matveeva, V. Kuznetsova and others. - Kind. 11th, revised and supplemented. - Kh.: Factor, 2013. - 576 p.*
12	*Kolpakov V. Personnel marketing: Study guide for students. among. and higher education institutions/ V. Kolpakov; Interregional Academy of Personnel Management. - K.: MAUP, 2006. - 405 p*
13	*Corporate culture: Study guide. - K.: Center of Educational Literature, 2003. - 403 p.*

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14	Economic security of enterprises: Textbook / Ortynskyi V.L., Kernytskyi I.S., Zhivko Z.B. etc.; - K.: Alerta, 2011. - 704 p
15	Personality in social organizations: educational and methodological manual for students of specialty 054 "Sociology" / K. A. Agalarova, T. M. Baidak, M. V. Biryukova, etc.; under the editorship I. P. Rushchenko, K. A. Agalarova. - Kharkiv: NTU "KhPI", 2020. - p. 163
16	Mykhailova L.I. Personnel management: education. manual / Mykhaylova L. I. – K.: Center of Educational Literature, 2007. – 248 p.
17	Moiseyenko I.P., Marchenko O.M. Management of financial and economic security of the enterprise: training. manual Lviv, 2011. 380 p
18	Sociology and psychology: Education. manual / Under the editorship Y.F. Pachkovsky. - K.: Karavela, 2009. - 760 p.

Assessment and grading

Criteria for assessment of student performance, and the final score structure

. 100% of the evaluation consists of the final - 20% and the current control - 80%.
The final control is carried out in the form of a differentiated assessment, questions about the assessment are brought to the students in advance.
*Current control is carried out at seminar classes (surveys on topics) - 40%, preparation of abstracts - 10% and individual tasks - 10%. Modular control works - 2*10 (20%)*

Grading scale

Total points	National	ECTS
90–100	Excellent	A
82–89	Good	B
75–81	Good	C
64–74	Satisfactory	D
60–63	Satisfactory	E
35–59	Unsatisfactory (requires additional learning)	FX
1–34	Unsatisfactory (requires repetition of the course)	F

Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.
Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/

Approval

Approved by	Date, signature	Head of Department Volodymyr MOROZ
	30/06/2023	

	Date, signature 30/06/2023	Guarantor OP Yuriy Kalagin

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