



Syllabus: Human Recourse Management

Basic data of the subject			
Academic Unit:	Faculty of economic		
Course title:	Human Recourse Management		
Program:	Business Administration		
Level:	Bachelor		
Course status:	Obligatory		
Study year:	II		
Number of hours per week:	2 + 2		
Credit value – ECTS:	6		
Time / location:	Summer semester		
Lecturer:	Prof. Asoc. Dr. Hamdi HOTI		
Contact details:	hamdi.hoti@uni-prizren.com		
Course description:	This subject aims to provide advanced knowledge, to train students to use specific theories, concepts and methods of human resource management.		
Course objectives:	The teaching program- curriculum is focused on presentation of early development of theories that affect resource management, and then manner of the works organizing till motivation of the employees, evaluation and reward of their performance as well as safety at work. Students shall understand why it is necessary human resources management. Students shall gain knowledge on planning, recruitment, selection, motivation, communication, development, and performance evaluation.		
Learning outcomes:	At the end of learning the subject, students should be able to: ✓ Understand that human resource management it is a process to ensure the right people in the right place and at the right time; ✓ Students shall understand the basic elements of human resource management; ✓ Understanding the theoretical and practical aspects of Human Resource Management; ✓ Compile, analyze the compensation plan (remuneration), planning and selection in an enterprise; ✓ Identify necessary factors to ensure a motivated and successful staff.		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	2	15	30
Exercise theoretical/laboratory	1	15	15
Practice work	1	10	10

Contact with lecturer/consultations	0.5	10	5
Field exercises			
Mid-terms, seminars	1	10	10
Homework			
Individual time spent studying (at the library or home)	3	13	40
Final preparation for the exam	3	13	40
Time spent in evaluation (tests, quiz, final exam)			
Projects, presentations, etc.			
Total			150 hours (6 ECTS)
Teaching methods :	In two hours of lectures and two hour of exercises during a week we will elaborate teaching materials, and group discussions will be organized. Seminar workings will be presented, which will be afterwards tackled and discussed together with the students. Students are encouraged to follow up the management and organization aspects in institutions, public and private enterprises –companies, and generate topics for discussion. Working papers on these issues will be important for evaluation. Besides obligatory text-books, students will have the opportunity to use the library in UPZ and electronic library. Methods of work will be focused on lectures and interactive exercises with broad participation of students in the learning process, with individual and group presentations, etc. ✓ Presentation of the teaching subjects and topics will be done with PowerPoint projector; ✓ Case studies or tasks (for the hour of exercises) will be related to the subject lectured.		
Evaluation methods:	✓ Test I 25% ✓ Attending of lectures 5 % ✓ Engagement 10 % ✓ Seminar workings 10% ✓ Final Examination <u>50%</u> Total 100 %		
Literature			
Basic Literature:	Basic Literature: Text Book 1: ✓ Human Resource Management , Dr. Shyqri LLACI, Dr. Zana KOLI, Tiranë,		

Additional Literature:	<p>Supplementary Literature:</p> <ul style="list-style-type: none"> ✓ Paul Banfield- Rebecca Kay :Introduction to Human Resource Management , Translated by: Jonida Bregu, Publication / Edition UET Press 2011 Tiranë; ✓ Prof. Dr. Galantina Canco (Doraci): Human Resource Management Tiranë 2009; ✓ Human Resource Management, University Textbook, Ymer Havolli, Riinvest, Prishtinë, 2003; ✓ Human Resource Management, Case Studies, Exercises; Dr. Ilirjan LIPI; ✓ Human Resource Management, University Textbook, Dr. Ymer HAVOLLI, 2003; ✓ Human Resource Management, Enver KUTLLOVCI, Prishtinë, 2004; ✓ Methodology of Scientific Research Work: Ali JAKUPI, dispense, Prishtinë; ✓ Methodology of Business Scientific Research Work , Nexhmi REXHA, Authorized lectures, 2005 Prishtinë; ✓ Human Resource Management, Alan Price 2007 UK; ✓ Human Resource Management, J. Bratton, J. Gold 2006 UK; ✓ Various literature and different materials from internet. <p>English Language: H T Graham & Roger Bennett: Human Resources management, Great Britain 1998.</p>
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Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Introductory lecture Development of human resource management	Questions for discussions
<i>Second week:</i>	Human Resource Management Department of human resources	Questions for discussions and examples
<i>Third week:</i>	Background for HRM	Examples of work organization
<i>Fourth week:</i>	Organization and analysis of the work	Examples
<i>Fifth week:</i>	Planining of Human Resources	Practical examples
<i>Sixth week:</i>	Recruitment	Questions for discussions and examples
<i>Seventh week:</i>	Formation	Practical examples
<i>Eighth week:</i>	Topic: T e s t I	Exercises
<i>Ninth week:</i>	Performance Evaluation	Practical examples
<i>Tenth week:</i>	Reward Management	Exercises



<i>Eleventh week:</i>	Employee Benefits	Practical examples
<i>Twelfth week:</i>	Labor Relations	Questions for discussions and examples
<i>Thirteenth week:</i>	Collective Contracts	Exercises
<i>Fourteenth week:</i>	The Purpose and Importance of the health and safety at work, risks about health and safety at work	Examples and discussions
<i>Fifteenth week:</i>	Summary of the material Preparation for the exam	Examples and discussions
Academic policies and rules of conduct:		
<ul style="list-style-type: none">✓ The student should be aware of and respect the institution and school rules,✓ Should also respect the schedule of lectures, exercises and be attentive at teaching,✓ It is mandatory possession and presentation of the index in tests and exams,✓ During compilation of seminar papers, a student must adhere to the instructions given by the teacher to realize and technical research paper,✓ Students are not allowed to use mobile phones during the testing hours,✓ From students it looked to be part all of the time on lecture and exercise, <p>Student contribute during the form of communication and together participation it will estimated.be presented and discussed by student groups at the hour of exercises.</p>		