

## SYLLABI

Basic data of the subject			
Academic unit	Faculty of Management		
Subject	Human Resource Management		
Level	Bachelor		
Course status	Mandatory		
Year of studies	II		
Semester	III		
Number of hours per week	3		
Value of credits - ECTS	5		
Time/ Location	USHAF		
Course lecturer	Prof. As. Dr. Bislim Lekiqi		
Contact details	bislim.lekqiqi@ushaf.net		
<b>Course description</b>			
	Introduction to Human Resource Management (HRM), Contemporary Business and the Need for HRM, HRM and Legal Framework, Human Resource Planning, Job Design, Job Specification, HR Marketing, HR Recruitment and Selection, Interviews and HR Employment, Workplace Communication and Orientation, Organization of Working Hours, Occupational Health and Safety, HR Motivation and Theories of Motivation, Primary and Continuing Education, HR Development, Individual and Team Performance, System of HR evaluation and reward, Leadership and leadership styles, Case studies, Examples and practical assignments.		
<b>Course objectives</b>			
	Students will know and apply advanced standards of human resource management policies in business, in the context of planning, recruitment, performance, communication, motivation and other aspects of human resource management.		
<b>Expected learning outcomes</b>			
	<p>Upon successful completion of the module, the student must:</p> <ul style="list-style-type: none"> <li>• understands and recognizes the basic structure and functionality of human resource management.</li> <li>• know, analyze, evaluate and apply the legislation in force that regulates labor relations.</li> <li>• have knowledge of the most important human resource activities.</li> <li>• be able to classify different methods of human resource selection and management</li> <li>• interpret HR selection methods effectively and independently and make persuasive decisions on their own responsibility.</li> <li>• know the central tools in human resource management related to specific business situations and be able to use them appropriately.</li> </ul>		
<b>Contribution to the student load (which must correspond with learning outcomes)</b>			
<b>Activity</b>	<b>Hours</b>	<b>Days/Weeks</b>	<b>Total</b>
Lectures	2	15	30

<b>Theoretical exercises / laboratory</b>	1	15	15
<b>Internship</b>	5	1	5
<b>Contacts with teacher / consultations</b>	1	5	5
<b>Field exercises</b>			
<b>Midterm, seminars and projects.</b>			
<b>Homework</b>	2	5	10
<b>Studying (at the library or at home)</b>			45
<b>Final preparation for the exam</b>	3	2	6
<b>Time spent on evaluation (tests, quiz and final exam)</b>	2	2	4
<b>Projects and presentations</b>	1	5	5
<b>Total</b>			<b>125</b>
<b>Teaching methodology</b>			
<b>Teaching methodology</b>	Interactive lectures with students, taking case studies which will be discussed in groups, learning based on a problem / opportunity presented, role play, practical lessons for the subject and commitment for the student to present the knowledge gained through case studies , seminar papers, and / or research, solving numerical tasks and interpreting them.		
<b>Assessment methods</b>			
<b>Assessment methods</b>	20 points – Attendance and activity 20 points - Seminar paper, Research and written assignments, 60 points - Final exam (written or oral), The student passes the exam if he / she accumulates 50 points from all the evaluation criteria The written exam has 20 (18 +2) questions, with proportional division of questions according to the lectures, of which there will be open-ended questions, closed-ended questions and semi-open-ended questions. The evaluation is done for 18 questions, while two additional questions are options for replacement. The oral exam has 5 open-ended questions. Points from attendance, engagement, seminar paper, written assignments and / or Research are transferred.		
<b>Teaching tools</b>			
<b>Teaching tools</b>	Laptop, projector, whiteboard, wireless, internet, Kahoot, Quizlet, MS Teams, skill testing instruments, etc.		
<b>Theory vs. practice ratio</b>			
<b>Theory vs. practice ratio</b>	70% Theory 30% Practice work with case studies, examples and practical assignments		
<b>Literature</b>			
<b>Basic literature</b>			
<b>Basic literature</b>	1. Bislim Lekiqi, (2021), Menaxhimi i burimeve njerëzore, Ligjërata të autorizuar në formë tekstuale dhe në formë të video incizimeve, USHAF 2. Galantina Canco, 2018, Menaxhimi i burimeve njerëzore, Mirgeeralb, Tiranë		
<b>Additional literature</b>			
<b>Additional literature</b>	1. Stefan Huf, (2020), Personalmanagement, Springer Fachmedien, Wiesbaden 2. Dirk Lippold, (2021), Personalmanagement und High Potentials, EPUB, Walter de Gruyter GmbH, Berlin/Boston		

	3. Jens Rowold, (2015), Human Resource Management - Lehrbuch für Bachelor und Master, Springer-Verlag Berlin Heidelberg
<b>Designated learning plan</b>	
<b>Week</b>	<b>Lecture</b>
<b>Week one</b>	Presentation of the course Introduction to Human Resource Management (HRM)
<b>Week two</b>	Contemporary Business and the Need for Human Resource Management
<b>Week three</b>	HRM and Legal Framework
<b>Week four</b>	Human resource planning - Case study - Examples and practical tasks
<b>Week five</b>	Workplace design Job specification - Examples and practical tasks
<b>Week six</b>	Marketing and HR HR Recruitment and Selection - Examples and Practical Tasks
<b>Week seven</b>	HR interviews and employment - Practical application
<b>Week eight</b>	Communication and orientation in the workplace
<b>Week nine</b>	Organization of working hours - Case study - Examples and practical tasks
<b>Week ten</b>	Health and safety at work
<b>Week eleven</b>	Motivation and HR motivation theories
<b>Week twelve</b>	Initial and continuing education HR development
<b>Week thirteen</b>	Individual and team performance - Examples and practical tasks Evaluation and reward system - Examples and practical tasks
<b>Week fourteen</b>	Leadership and leadership styles
<b>Week fifteen</b>	Presentation of seminar papers and / or research
<b>Academic policies and rules of conduct</b>	
The student is required to attend the lectures regularly and to have appropriate behavior towards the colleagues and the staff of the University, as well as to maintain order in the classroom and actively participate in lectures and exercises.	