

Basic data of the subject	
Academic unit:	Faculty of Management
Subject title:	Human Resource Management
Study level:	Bachelor
Subject status:	Compulsory
Year of study:	II
Number of hours per week:	4
Value of credits - ECTS:	5
Lecturer of the subject:	Bislim Lekiqi, PhD
Contact details:	bislim.lekqiqi@ushaf.net
Subject description	
	The module evaluates the topics of human resource management, with the emphasis on: Human resources management; hierarchical role of the manager; Identification of management levels; Skills and role of manager in human resources; Ethical aspect of work with staffing; Formulation and implementation of a HR Strategy developed at the executive level for HR development, by organizing ongoing staff training, attending various courses and seminars related to the professional growth of staff; Competence based on human resources; Knowledge Management; Job Analysis, Job Design and Role Development; Determining Human Resources Needs; Job Orientation; Advertisement planning and management, Managing and placement of recruitment criteria; Interviewing Candidates, Ethics, Justice and fair treatment in Human Resource Management, Motivation, Performance Evaluation.
Subject aims:	Students will be acquainted with advanced standards of Human Resource Management policies and practices in the organization in the context of performance, communication, motivation, and other managerial aspects with emphasis to Human Resource Management.
Learning outcomes:	After completing this course students will gain: <ul style="list-style-type: none"> • Basic knowledge of human resource management, • Functionalize the skills gained by being part of the human resource management team, • Apply knowledge in function of the efficiency of human resources work in enterprises, • Competence to identify eventual difficulties and

time when staff should be motivated for work,			
Contribution in Student's learning (should correspond with Students learning outcomes)			
Activity	Hrs	Days/weeks	Total
Lectures	4	15	60
Theory/Lab exercises			
Practical work			
Contact hours/consultations with lecturer	1	5	5
Exercises in the field			
Tests, seminars	1	2	2
Home work	1	5	5
Student's independent study time (library or home)			40
Final preparation for exam	1	2	2
Time spent during assessment (tests, quizzes, final exam)	3	2	6
Projects, presentations, etc.	1	5	5
Total			125
Methodology of teaching (and learning)	Orientation in the elaboration of the material by taking case studies that will be discussed in the group, learning based on a problem presented, engagement of the students to present the knowledge acquired during the lecture.		
Assessment Methods (Eligibility Criteria)	Assessment Methods: 10% - Attendance and engagement, 10% - Seminar work, written assignment, 15% - The first test, 15% - The second test, 50% - Final exam,		
Facilitating Equipment - IT	Use of Internet, Wireless, Projector, Power Point, Computer, Black Board, etc.		
Theory and practice ratio	60% Theory 40% Practice		
List of References			
Basic literature:	<ul style="list-style-type: none"> Paul Benfield and Rebecca Kay: "The introduction to human Resource Management", Oxford University, 2011, 		
Additional literature:	<ul style="list-style-type: none"> Ymer Havolli: "Menaxhimi i Burimeve Njerëzore", Riinvest, fourth edition, 2009, 		

	<ul style="list-style-type: none"> • <i>Galantina Canco (Doraci), Menaxhimi i Burimeve Njerëzore, Tiranë 2013,</i> • <i>Enver Kutllovci, Menaxhimi i resurseve humane, Prishtinë, 2004</i> • <i>Shyqeri Llaci & Zana Koli, Manaxhimi i Burimeve Njerëzore, Tiranë, 2001</i>
Lectures Timeline	
Week	Lectures to be held:
<i>First week:</i>	Presentation – Introduction to the students with the course syllabus, Human Resources Management, Role of Manager in the Hierarchy,
<i>Second week:</i>	Identification of management levels, skills and role of manager in human resources,
<i>Third week:</i>	The ethical aspect of work with staff,
<i>Fourth week:</i>	Formulation and implementation of the strategy developed at the organization level for the development of human resources,
<i>Fifth week:</i>	Competence based on human resources,
<i>Sixth week:</i>	Knowledge Management
<i>Seventh week:</i>	Interactive Discussion about the course material - The first test,
<i>Eighth week:</i>	Job Analysis, Job Design and role development,
<i>Ninth week:</i>	Determining the needs for human resources,
<i>Tenth week:</i>	Orientation at Work, Planning and Competition Management,
<i>Eleventh week:</i>	Management of placement criteria and recruitment of staff,
<i>Twelfth week:</i>	Interviewing candidates,
<i>Thirteenth week:</i>	Ethics, Justice and Fair Treatment in Human Resource Management,
<i>Fourteenth week:</i>	Motivation, Performance Evaluation.
<i>Fifteenth week:</i>	Interactive Discussion about the course material - The second test,
Academic Policies and Rules of Conduct:	
<i>Regular attendance, keeping calm and active engagement in dialogue during lectures and exercises is mandatory.</i>	