

Academic Unit:	Faculty of Architecture, Design and Wood Technology
Program:	Interior Architecture and Furniture Design
Title of subject:	HUMAN RESOURCE MANAGEMENT
Level:	The Bachelor
Status of the subject:	Obligatory
Year of studies:	III
Number of hours per week:	3
Value in credit:	4
Time/location:	USHAF
Subject Teacher:	Prof. Assoc. Dr. Bislim Lekiqi
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Description of the subject	Introduction to Human Resource Management (HRM), Contemporary Business and the Need for HRM, HRM and Legal Framework, Human Resource Planning, Workplace Design, Job Specification, HR Marketing, HR Recruitment and Selection, HR Interviews and Employment, Workplace Communication and Orientation, Organization of Working Hours, Occupational health and safety, motivation and motivation theories of HR, Initial and continuing education, DEVELOPMENT of HR, individual and team performance, Evaluation and reward system, Leadership and leadership styles, Case studies, Examples and practical tasks.
Purpose of the case:	Students to know and apply advanced standards of human resource management policies in business, in the context of planning, recruitment, performance, communication, motivation and other managerial aspects with human resources.
Expected learning results:	After completing this course, students will gain: <ol style="list-style-type: none"> 1. Basic knowledge of human resource management including Planning, Organization, Staffing, Management, Control and Coordination 2. Skills and skills to apply in practice knowledge for professional management of human resources in the organization 3. The competence to perform the job description for the dependent staff, conduct analysis to identify the method of stimulating the staff in the dependency to integrate into group work and identify the eventual difficulties and when staff should be motivated for work. 4. Understanding that human resource management is a process for ensuring the right people are in the right place and at the right time.

Contribution to student's load (which should correspond to the student's learning scores)			
Activity	Hours	Day/week	Total
Law	2	15	30
Theoretical/laboratory exercises	1	15	15
Practical work	2	2	4
Contact with teachers – consultations	1	5	5
Field exercises			
Kollokfiume	2	1	2
Seminary work	2	3	6
Homework	1	3	3
Student's personal study time (at the library or at home)			20
Final preparation in the exam	6	2	12
Time spent in assessment (tests, quizzes, final exam)	1	4	4
Work, projects, presentation of the work, etc.	2	2	4
Total			105
Teaching Methodology (and Learning)	Teaching will be developed through lectures, practical examples, individual and group interpretations, workshop work, periodic evaluations, etc. All of this will be realized theoretically and practically by presenting materials in audio-visual form through electronic technology with Windows Office programs. Theoretically, general scientific knowledge will be offered, based on contemporary literature. The practical part will mainly be realized through concrete examples from literature and practical knowledge to private and public manufacturing enterprises and to non-profit organizations. This will aim to create interactive professor-student relations as well as student students.		
Methods of evaluation (passability criteria)	The assessment and form of the construction of the note for the students will be supported in the following activities: 1. Active participation and engagement in lectures and exercises "Active participation" means physical participation during lectures, during which time students should be active and integrate during discussions of topics covered during lectures and exercises. Students during the lecture hours should open new topics related to the subject		

explained and be able to present ideas, opinions or even stimulate new debates and forms of critical thinking.

Engagement means active participation in discussions during lectures and theoretical and practical exercises, including numerical tasks. The tasks will be primarily of numerical character but with interpretation of the results from the managerial point of view of decision making. Engagement in lectures and exercises will be evaluated up to 20% from the total of 100 points.

2. Seminary work

The seminary paper includes the work prepared in Word according to the instruction provided containing: Homepage, Content, Introduction, Summary, Discussion, Conclusions, Recommendations and Literature, as well as PowerPoint presentation. Only the works presented in the presence of other students can be evaluated. The seminary work will be evaluated up to 10% from the total of 100 points.

3. Tests 1 and 2

Tests 1 and 2 contain 10 questions of which open, closed, semi-open questions and numerical tasks (optional, where a numerical task has the value of two theoretical questions). Tests 1 and 2 will be individually assessed up to 35% out of the total 100 points.

4. Written exam (optional or oral)

The exam is held after the completion of the course lectures, and is organized in the exam deadlines, determined by the University Senate. The final exam is organized mainly for students who have not achieved the necessary scores in tests 1 and 2, or for those who want higher grades than with the score achieved by the tests.

The exam has 20 (18 +2) questions with proportional split of questions according to lectures, of which there will be open questions, closed and semi-open questions and numerical tasks (optional, where a numerical task has the value of two theoretical questions). The assessment is 18 questions, while two additional questions are a substitute.

The oral exam (for students selecting this way of evaluation) has 5 open questions.

The written or oral exam will be assessed up to 70% out of the total 100 points.

	<p>Points from presence, engagement, seminar work, written duties and/or research are carried. Additional points can be earned for special commitment.</p> <p>The construction of the note is done after the points gained individually from the above-listed activities are collected.</p> <p>Rating: 90-100 points – rated 10 (ten) 80-89 points – rated 9 (9) 70-79 points – rated 8 (8) 60-69 points – rated 7 (7) 50-59 points – rated 6 (6) 0-49 points – The student repeats the exam.</p>
Concrete Tools – YOU	Laptop, projector, table, wireless, internet, Cahot, Quizlet, MS Teams, skill testing instruments, etc.
The relationship between the theoretical and practical part of the study	70% Theory 30% Practice work with case studies, examples and practical tasks.
Literature	
Basic Literature	<ol style="list-style-type: none"> 1. Bislim Lekiqi, (2023), Human Resource Management, Authorized Lectures in Textual form and video recordings, USHAF 2. Galantina Canco, 2018, Human Resource Management, Mirgeeralb, Tirana
Additional literature	<ol style="list-style-type: none"> 3. Stefan Huff, (2020), Personalmanagement, Springer Fachmedien, Wiesbaden 4. Dirk Lippold, (2021), Personalmanagement und High Potentials, EPUB, Walter de Gruyter GmbH, Berlin/Boston 5. Jens Rowold, (2015), Human Resource Management - Lehrbuch für Bachelor und Master, Springer-Verlag Berlin Heidelberg
Designed lesson plan:	
Java	The law that will evolve
Week One	Presentation of the subject - Syllabus Introduction to Human Resource Management (HRM) <p>We meet students, we present the syllabus and a general introduction to the field of human resources management.</p> <p>The expected result No. 1</p>
Week two	Business contemporary and the need for human resource management

	<p>The focus will be on the contemporary business approach to human resource management as opposed to the traditional business approach to human resources.</p> <p>The expected result No. 1</p>
Week Three	<p>HRM and Legal Framework Laws and regulations relating to the employment relationship, with special emphasis on labour law, will be addressed. The expected result No. 2</p>
Week Four	<p>Human Resource Planning – Case Study – Examples and practical tasks This lecture will be presented and discussed under the topics: Quality and quality planning of THE HR, Factors with influence on THE planning of HR, Theoretical Treatment and Numerical Tasks for Practical Application, Case study – Examples and practical tasks will be made practical implementation. The expected result No. 1, 2, 3</p>
Week Five	<p>Workplace design Job Specification - Examples and Practical Tasks Questions and answers that condition the design of the workplace will be addressed; Then they will be assessed properly. The human and industrial engineering aspects will be addressed, and the description of the workplace will be addressed. Case study – Examples and tasks will be done practical implementation. The expected result No. 3</p>
Week six	<p>Marketing of THE TIME Recruitment and SELECTION of HR – Examples and practical tasks The lecture begins with internal and external marketing of human resources, illustrated with examples of businesses. Then the issues that have to do with the HR recruitment forms as selection are addressed. Illustrative examples will be taken. The expected result No. 3, 4</p>
Week Seven	<p>Interviews and employment of HR – Practical application Communication and orientation in the workplace This lecture will be presented and discussed under the topics: Interview Types, Interview Parts, Interview Phases, Employer and Selective Interviews, Tests, Questions and Their Role in interview, Simulation of</p>

	<p>Concrete Cases with Presence or Video Recordings. The following is the treatment of the employee in the workplace based on the law. Within the lecture, issues related to forms of communication, orientation in the workplace, mentoring and role will be addressed,</p> <p>The expected result No. 3, 4</p>
Week eight	<p>Kollokfium (Test) 1</p> <p>The expected result No. 1, 2 ,3, 4</p>
Week nine	<p>Organization of working hours – Case study – Examples and practical tasks</p> <p>Based on the law of labour, the issues related to the definition of working hours, longer than full working hours, division and change of working hours, night work etc. shall be addressed.</p> <p>The expected result No. 1, 3</p>
Week ten	<p>Health and Safety at Work</p> <p>Based on the Law on Safety and Health at Work, the topics related to the obligations (obligations) of the employer and employees to undertake measures for safety and health in the workplace (for employees and persons in business spaces), Treatment of risk at work, medical checks obligatory, and the provisions of the violations of the obligations.</p> <p>The expected result No. 1, 2, 3, 4</p>
Eleventh week	<p>Motivation and motivation theories of the HR</p> <p>In this lecture will be presented and sub-sub-themes: Motivation an important factor of THENJ for the success of the enterprise, Theoretical problems of motivation, The basis of motivation theory, Types of motivations, Importance of motivation recognition in HRM, Motivation process, Motivation theories, Incentives, Cafeteria – Model, Practical use of motivation theories.</p> <p>The expected result No. 1, 2, 3, 4</p>
The Twelve week	<p>Initial and continuous education Developing THE NM</p> <p>This lecture will be presented and discussed under the topics: Level of education and access to the labour market. The development of THE HR is treated through models, which include: Evaluation – analysis of factors (employer and employee), HR development planning, MEASURES for the development of THE HR, and the communication of results.</p> <p>The expected result No. 2, 3</p>
Thirteenth week	Individual and team performance – Examples and practical tasks

	<p>Evaluation and Reward System – Examples and Practical Tasks</p> <p>In this lecture will be presented and sub-themes: Performance Assessment, Individual and Group Performance Management, Employee Assessment Role, Types of Performance Assessment and Presentation of Seminary Works, Evaluation and Reward Systems.</p> <p>The expected result No. 1, 2, 3, 4</p>
<p>Week fourteen</p>	<p>Leadership and leadership styles</p> <p>This lecture addresses issues related to leadership, leadership styles and leadership theories. Case study, based on research, illustrates the approach of managers to leadership style (management).</p> <p>The expected result No. 1, 2, 3, 4</p>
<p>Fifteenth week</p>	<p>Presentation of seminary and/or research</p> <p>Students will present their seminary and/or research papers, which they submitted in electronic form by the end of the fourteenth week.</p> <p>Kollokfium 2</p> <p>The expected result No. 1, 2, 3, 4</p>
<p>Academic policy and rules of politeness</p>	
<ul style="list-style-type: none"> • Participation in lectures and exercises is mandatory. • Students are encouraged to seek clarification during lectures and exercises. • The teacher will be available for additional clarifications and student consultations. • Students have an obligation to read at least the literature they have been assigned to and perform the duties and the articles they will be given. Students are encouraged to follow up on media discussions and open discussions about them. • The student must be aware and respect the institution and the rules of study. He must respect the schedule of lectures, exercises and be attentive in lectures. It is mandatory to possess and display the index in tests and exams. • When drafting the seminary, the student must adhere to the instructions given by the teacher for the research and technical implementation of the work. 	