Basic data of the subject	
Academic unit	**Faculty of Management**
Program	**Business Management and Entrepreneurship**
Subject	**Human Resource Management**
Level	**Bachelor**
Course status	**Obligatory**
Year of studies	**II**
Semester	**III**
Number of hours per week	**3**
Value of credits - ECTS	**5**
Time/ Location	**UASF**
Course lecturer	
Contact details	
Course description	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.
Course objectives	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.
Expected learning outcomes	Upon successful completion of the module, the student must: • understands and recognizes the basic structure and functionality of human resource management. • know, analyze, evaluate and apply the legislation in force that regulates labor relations.

	• have knowledge of the most important human resource activities. • be able to classify different methods of human resource selection and management • interpret HR selection methods effectively and independently and make persuasive decisions on their own responsibility. • know the central tools in human resource management related to specific business situations and be able to use them appropriately.

Contribution to the student load (which must correspond with learning outcomes)

Activity	Hours	Days/Weeks	Total
Lectures	2	15	30
Theoretical exercises / laboratory	1	15	15
Internship	5	1	5
Contacts with teacher / consultations	1	5	5
Field exercises			
Midterm, seminars and projects.			
Homework	2	5	10
Studying (at the library or at home)			45
Final preparation for the exam	3	2	6
Time spent on evaluation (tests, quiz and final exam)	2	2	4
Projects and presentations	1	5	5
Total			**125**

Teaching methodology	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.
Assessment methods	• 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.
Teaching tools	Laptop, projector, whiteboard, wireless, internet, Kahoot, Quizlet, MS Teams, skill testing instruments, etc.
Theory vs. practice ratio	70% Theory 30% Practice work with case studies, examples and practical assignments
Literature	
Basic literature	1. Bislim Lekiqi, (2021), Menaxhimi i burimeve njerëzore, Ligjërata të autorizuara në formë tekstuale dhe në formë të video incizimeve, USHAF 2. Galantina Canco, 2018, Menaxhimi i burimeve njerëzore, Mirgeeralb, Tiranë
Additional literature	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
Designated learning plan	
Week	**Lecture**
Week one	Presentation of the course Introduction to Human Resource Management (HRM)
Week two	Contemporary Business and the Need for Human Resource Management
Week three	HRM and Legal Framework
Week four	Human resource planning - Case study - Examples and practical tasks
Week five	Workplace design Job specification - Examples and practical tasks
Week six	Marketing and HR

	HR Recruitment and Selection - Examples and Practical Tasks
Week seven	HR interviews and employment - Practical application
Week eight	Communication and orientation in the workplace
Week nine	Organization of working hours - Case study - Examples and practical tasks
Week ten	Health and safety at work
Week eleven	Motivation and HR motivation theories
Week twelve	Initial and continuing education HR development
Week thirteen	Individual and team performance - Examples and practical tasks Evaluation and reward system - Examples and practical tasks
Week fourteen	Leadership and leadership styles
Week fifteen	Presentation of seminar papers and / or research
Academic policies and rules of conduct	
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.	