

Basic data of the subject	
University:	University of Applied Sciences in Ferizaj
Academic unit:	Faculty of Engineering and Informatics
Program:	Applied Informatics
Title of the subject:	Organization and management of personnel
Level:	Bachelor
Course Status:	Obligatory
Year of studies:	III, Semester V
Number of hours per week:	3
Value of Credits - ECTS:	5
Time / location:	
Course lecturer:	
Contact details:	_____
Course Description:	<i>Personnel management is a subject that investigates the strategies and practices of managing the workforce in an organization. The course aims to introduce the concepts and methodologies that are necessary to successfully manage employees within a company. They include topics such as recruitment and selection of employees, training and development, motivation and stimulation, leadership and organizational communication, as well as career planning and performance evaluation. This course aims to prepare students to understand and apply personnel management practices in the context of a particular organization.</i>
Objectives of the course:	<i>Students to acquire new knowledge of a theoretical and practical nature in the field of Personnel Management; Students understand why staff management is necessary; Students gain knowledge about organization, recruitment, selection, motivation, communication, development, performance appraisal; Students can apply in practice the knowledge gained through practical examples, etc.</i>
Expected learning outcomes:	<i>Upon completion of this course students will gain:</i> <ul style="list-style-type: none"> • <i>Basic knowledge of personnel management including Organization, Staffing, Management, Control and Coordination;</i> • <i>Ability and Skills to apply in practice the knowledge of professional personnel management in the organization;</i> • <i>Competence to perform the job description for the dependent staff, to perform analyzes to identify the method to stimulate the dependent staff to integrate in group work as well as to identify eventual difficulties and the time when the staff should be motivated for work.</i>

	<ul style="list-style-type: none"> Ability to understand that personnel management is a process of securing the right people in the right place and at the right time. 		
Prerequisites:	Basic knowledge in the field of business and management, as well as communication skills.		
Contribution to the student load (which must correspond with learning outcomes)			
Activity	Hour	Day/Week	In total
Lectures with numerical exercises	3	15	45
Internship			
Contacts with teacher / consultations			
Field exercises			
Midterm, seminars and projects.	3	2	6
Homework			
Self-learning time student (at the library or at home)	3	15	45
Final preparation for the exam	7	2	14
Time spent on evaluation (tests, quiz and final exam)			
Projects and presentations.	3	5	15
Total			125
Teaching methodology:	<p>Teaching will take place through lectures, practical examples, individual and group interpretations, seminar work, periodic assessments, etc. All this will be realized in the theoretical and practical aspect by presenting the materials in audio-visual form through electronic technology with Windows Office programs.</p> <p>In the theoretical aspect, general scientific knowledge will be offered, based on contemporary literature. The practical part will mainly be realized through concrete examples from the literature and from practical knowledge of private and public manufacturing enterprises and non-profit organizations. In this way, it will be aimed to create interactive relationships between professor and student as well as student-student.</p>		
Assessment methods:	<p>The student can choose to be assessed one of the two forms of assessment, given below:</p> <ol style="list-style-type: none"> Form 1: Evaluation with colloquiums Form 2: Evaluation with the final exam. <p>Form 1:</p> <p>In the first form of assessment "Assessment with colloquiums" the student is assessed in three activities that are carried out during the lectures:</p> <ol style="list-style-type: none"> Colloquium 1 (45%), individual assessment Colloquium 2 (45%), individual assessment Class activity (10%), individual assessment 		

	<p><i>If the student is not satisfied with the assessment achieved according to form 1, then he can undergo the assessment according to form 2 to obtain a higher assessment.</i></p> <p>Form 2: <i>Through the final exam, the student can achieve a maximum of 90% of the points from the total of 100 points.</i></p> <p><i>The rest of the 10% points must be completed by activity carried out during the lectures.</i></p> <p><i>In Colloquium 1, Colloquium 2 and the final exam, the evaluation of the students will be done through an evaluation form, which must be completed individually by the student. The evaluation form will contain 5 tasks through which the student's learning outcomes will be evaluated.</i></p> <p><i>Activity in the class means the student's engagement in dealing with the issues discussed in the class, during the lectures.</i></p> <p>Rating: 91-100 points – graded 10 (ten) 81-90 points – graded 9 (nine) 71-80 points – grade 8 (eight) 61-70 points – grade 7 (seven) 51-60 points – grade 6 (six) 0-50 points – The student repeats the exam</p>
The ratio of theory and practice:	80% theory and 20% practice.
Literature	
Basic Literature:	<ol style="list-style-type: none"> 1. Brüssel M. & Stella S., (2019), <i>Praxishandbuch Personalmanagement für Handwerksunternehmen</i>, SpringerGabler 2. Canco G., (2018), <i>Menaxhimi i Burimeve Njerëzore</i>, Tiranë,
Additional Literature:	<ol style="list-style-type: none"> 1. Stock-Homburg R. & Groß M., (2019), <i>Personalmanagement: Theorien – Konzepte – Instrumente</i>, Wiesbaden;Springer Gabler
Designed learning plan	
Week:	Lectures and exercises to be held
Week one:	<i>Presentation of Syllabus</i>
Week two:	<i>Personnel management as an important task of the entrepreneur</i>
Week three:	<i>The search for the right employees</i>
Week four:	<i>Possible contact points and channels for staff acquisition</i>
Week five:	<i>The application process</i>
Week six:	<i>Hiring and training of new employees</i>

Week seven:	<i>Optimizing the corporate culture</i>
Week eight:	<i>Promotion and development of employees through training, further education and reflection</i>
Week nine:	<i>Incentive systems of a material and immaterial nature</i>
Week ten:	<i>Leadership as a management task</i>
Week eleven:	<i>Internal communication in the company</i>
Week twelve:	<i>The structured exit of an employee from the company - offboarding</i>
Week thirteen:	<i>Release personnel</i>
Week fourteen:	<i>HR strategy</i>
Week fifteen:	<i>Presentation of seminar papers</i>

Academic policies and rules of conduct

*Participation on lectures and exercise is mandatory.
 Students are encouraged to seek clarification during the lectures and exercises.
 Professor will be available for clarification and consultation to students. Students are required after each lecture to read, at least, obligatory literature and to do the assignments and essays.
 Students are encouraged to open and broadcast debates.
 The student should be aware and comply rules and regulations of the institution. She/he must respect the schedule of lectures, exercises and must be itently during lectures. It is required to present ID during tests and exams.
 During the drafting of seminars, the student should comply guidelines from professor in order to complete the research and technical part of the paper.*