Basic data of the subject	
Academic unit:	**Faculty of Architecture, Design and Wood Technology**
Program:	**Interior Architecture and Furniture Design**
Title of the subject:	**Human Resource Management**
Level:	**Bachelor**
Course Status:	**Mandatory**
Year of studies:	**III**
Number of hours per week:	**3**
Value of Credits - ECTS:	**5**
Time / location:	**UASF**
Course lecturer:	
Contact details:	
Course Description	The main topic covering this module are as following: Presentation of the Syllabus, HRM, the key to success in business;, Individual behavior & The organization's environment, Management Team, Treating employees & Ethics in business, Communication, HR Planning and Staff Selection, Basics of motivation, Performance management, Professional practice/ Study visit, Wages, Human Resource Development, Sustainable human resource management in global competition.
Course aims:	Students acquire new knowledge of theoretical and practical nature in the field of Human Resource Management; Students understand the necessity of human resource management; Students gain knowledge for planning, recruitment, selection, motivation, communication, development, performance appraisal; Students can apply in practice the knowledge gained through practical examples, etc.
Learning outcomes:	Upon completion of this course students will gain: Basic knowledge of human resource management including Planning, Organization, Staffing, Leadership, Control and Coordination Skills & Abilities to apply in practice the knowledge about the professional management of human resources in the organization. Competence to perform job descriptions for subordinate staff, to carry out analyzes to identify the method to stimulate subordinate staff and integrate them into group work, to identify eventual

	difficulties and time when staff should be motivated for work Understand that human resource management is a process to ensure the right people in the right place and at the right time.

Contribution to the student load (which must correspond with learning outcomes)			
Activity	**Hour**	**Day/Week**	**In total**
Lectures	2	15	30
Theoretical exercises / laboratory	1	15	15
Internship	2	2	4
Contacts with teacher / consultations	1	5	5
Field exercises	0	0	0
Midterm and projects.	2	1	2
Seminars	2	3	6
Homework	1	3	3
Self-learning time student (at the library or at home)			30
Final preparation for the exam	6	4	24
Time spent on evaluation (tests, quiz and final exam)	1	4	4
Projects and presentations	2	2	4
Total			**127**

Teaching methodology:	Teaching will be developed through lectures, practical examples, individual and group discussions, working with seminars, periodic assessments, etc. All of these will be implemented in theoretical and practical presenting in audio visual form through electronic technology with Windows Office programs. In theoretical terms will be provided general scientific knowledge based on contemporary literature. Practical part mainly will be implemented through concrete examples from literature and from the experience of private and public manufacturing enterprises, non-profit organizations. Hereby, will be build interactive relations between professor and students, and among students.	
Assessment methods:	Presence	0-10 point
	Engagement in lectures and exercises	0-10 point
	Test I	0-35 point

	Test II 0-35 point Seminar work 0-10 point EXAM 0-70 point Tests I and II are written tests with proportional division of questions according to the lectures, which will consist of 10 questions, of which there will be open questions, closed and half open questions. The exam has 20 (18 + 2) questions with proportional division of questions according to the lectures, of which there will be open questions, closed and half open questions. Assessment is for 18 questions, Two additional questions are options for replacement. Points from attendance, engagement and seminar work will be transferred.
Literature	
Basic Literature:	1. Canco G., (2018), Menaxhimi i Burimeve Njerëzore, Tiranë 2. Canco G., (2007), Menaxhimi i Burimeve Njerëzore, Zbatime praktike, Tiranë
Additional Literature:	3. Robbins S. P. & DeCenso D., (2012), Bazat e menaxhimit, Koncepte dhe aplikime themelore, Tiranë 4. Huf S., (2020), Personalmanagement, Springer Gabler, Stuttgart

Designed learning plan	
Week:	**Lectures and exercises to be held**
Week one:	Presentation of the Syllabus,
Week two:	HRM, the key to success in business;
Week three:	Individual behavior & The organization's environment
Week four:	Management Team, Treating employees & Ethics in business
Week five:	Communication
Week six:	Interviews - Professional practice / Study visit
Week seven:	Test 1
Week eight:	HR Planning and Staff Selection
Week nine:	Basics of motivation
Week ten:	Performance management
Week eleven:	Wages

Week twelve:	Professional practice/ Study visit
Week thirteen:	Human Resource Development
Week fourteen:	Sustainable human resource management in global competition
Week fifteen:	Test 2

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.