



UNIVERSITY "ISA BOLETINI" IN MITROVICA

FACULTY OF ECONOMICS

Course Outline Model (Syllabus)		
Faculty:	Economics	
Name of study program:	Business and Management	
Specialization:	Banking, Finance and Accounting	
Level:	Bachelor	
The code of subject:		
Subject:	Human Resource Management	
Subject Status:	Elective	
Semester:	IV	
Total hours:	2+1	
ECTS:	4	
Schedule / Hall		
Academic year:	III	
Professor:	Prof. Dr. Isa Tahiri	
Assistants:		
Contacts:	Professor	Assistant
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CONTENT OF SUBJECT	This course covers all the elements that affect the acquisition of knowledge related to human resource management including the acquisition of skills and knowledge related to human resources. Problems addressed in the field of human resource management of nature and its development, work organization, planning their needs, recruitment, selection, training of employees, performance appraisal and remuneration, health and safety at work, labor relations , as well as collective human resource contacts in the company.
AIMS OF SUBJECT	Equipping with rich theoretical and practical knowledge in the field of human resource management, including all elements that affect the acquisition of knowledge regarding human resources, planning, organization, recruitment, selection, performance appraisal, health and safety and their collective relationship which develops on the basis of Western programs and standards.

EXPECTED LEARNING OUTCOMES	<p>Upon completion of this course the student will be able to:</p> <ul style="list-style-type: none"> • Describes the importance of human resource management in a dynamic business environment, • Understands the human resource management planning process and the elements that affect human resource management and determine the degree of risk of mismanagement of human resources at an inadequate level, • Implements the process of planning, organizing, recruiting, selecting, evaluating the performance of human resources based on the planned personnel policies, • Understands the application of human resource assessment techniques to determine the implementation of planned activities by management levels, • Recommends a sustainable approach to human resource management by conducting the necessary analyzes in order to use human resources rationally and efficiently, and • Create analysis of human resource performance evaluation according to contemporary standards, using relevant resources and benefits. 	
PROGRAM	Weeks	Topic and Readings
	Week - I	Nature and development of human resource management
	Week - II	Organization of work
	Week - III	Analysis of human resources work
	Week - IV	Human resource planning
	Week - V	Recruitment of human resources
	Week - VI	Selection of human resources
	Week - VII	Training of employees evaluation of their performance
	Week - VIII	Test I
	Week - IX	Employee Rewards
	Week - X	Performance Award
	Week - XI	Employee Benefits
	Week - XII	Occupational health and safety
	Week - XIII	Labor Relations
	Week - XIV	Collective contacts and how to negotiate them
	Week - XV	Test II

LITER ATURE	<p>Basic literature:</p> <ol style="list-style-type: none">1. Ymer Havolli "Menaxhimi i Resurseve Njerëzore" - Tirane 20142. GELANTINA CANGO (2014). Menaxhimi i Burimeve Njerëzore, Botim i trete - Tirane 20143. Isa Tahiri," Menaxhimi i Ndërmarrjës", Libër universitar, 2012. Prishtinë <p>Supplementary literature:</p> <ol style="list-style-type: none">4. Gary Dessler. (2020). Human resource management. 16th Edition. Publisher: Pearson.5. Shyqri Llaci,Zana Koli " Manaxhimi i burimeve njerëzore" Tiranë, 2001.6. G.Hollinshead & M. Leat "Human Resource Management", 1995, London.7.																																																
TEACH ING METH ODOLOGY	<p>The working method during the lectures will focus on lectures and interactive discussions with student participation in the learning process, with individual and group presentations of various papers prepared by students.</p> <p>Students are encouraged to research and read materials on the following topics in advance, in order to be better prepared in class to develop interactive discussions among themselves in order to more quickly and in-depth mastery of important issues. subject matter.</p>																																																
STUDE NT LOAD ON THE SUBJE CT	<table><tr><th colspan="4">Contribution to student workload (which should correspond to student learning outcomes - 1 ECTS credit = 25 hours)</th></tr><tr><th>Activity</th><th>Hourse</th><th>Days/Weeks</th><th>Total</th></tr><tr><td>Lectures</td><td>2</td><td>15</td><td>30</td></tr><tr><td>Practicals</td><td>1</td><td>15</td><td>15</td></tr><tr><td>Cunsultancies with lecturer / teaching assistant</td><td>1</td><td>6</td><td>6</td></tr><tr><td>Tests / seminars</td><td>2</td><td>2</td><td>4</td></tr><tr><td>Independent homeworks</td><td>1</td><td>12</td><td>12</td></tr><tr><td>Student's own study time (in the library or at home)</td><td>1</td><td>15</td><td>15</td></tr><tr><td>Final preparation for the exam</td><td>2</td><td>5</td><td>10</td></tr><tr><td>Time spent on assessment (tests, quizzes, final exam)</td><td>2</td><td>4</td><td>8</td></tr><tr><td>Projects, presentations, etc.</td><td>1</td><td>2</td><td>2</td></tr><tr><td>Total</td><td></td><td></td><td>100 orë</td></tr></table>	Contribution to student workload (which should correspond to student learning outcomes - 1 ECTS credit = 25 hours)				Activity	Hourse	Days/Weeks	Total	Lectures	2	15	30	Practicals	1	15	15	Cunsultancies with lecturer / teaching assistant	1	6	6	Tests / seminars	2	2	4	Independent homeworks	1	12	12	Student's own study time (in the library or at home)	1	15	15	Final preparation for the exam	2	5	10	Time spent on assessment (tests, quizzes, final exam)	2	4	8	Projects, presentations, etc.	1	2	2	Total			100 orë
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EVALUATION	<ul style="list-style-type: none"> ● <i>Evaluation methods</i> ● <i>The assessment of the knowledge and skills acquired by the student will be done through participation and interactivity in lectures and exercises with 10%, Papers and group research projects with 10%, the first assessment test with 40% and the second assessment test with 40%. Total points 100%.</i> ● <i>Grades:</i> ● <i>50-less - grade 5 (five)</i> ● <i>51-60% - grade 6 (six)</i> ● <i>61-70% - grade 7 (seven)</i> ● <i>71-80% - grade 8 (eight)</i> ● <i>81-90% - grade (nine)</i> ● <i>91-100% - grade (ten)</i>
ACADEMIC POLICIES	The student is obliged to attend lectures and practicals. Plagiarism and copying in exams are punishable under the university's statute and other regulations. The code of conduct applies to both students and lecturers.

Mitrovica

18/12/2021

Subject teaching professor:

Prof. Asoc.Dr. Bashkim Bellaqa

(Name Surname)

(Signature)