

NAME OF THE COURSE		Human Resources Management																							
Code	EUB202	Year of study	3.																						
Course teacher	Srećko Goić, PhD, Full Professor Danica Bakotić, PhD, Full Professor Ivana Tadić, PhD, Associate Professor	Credits (ECTS)	5																						
Associate teachers		Type of instruction (number of hours)	L	S	E	F																			
			26		26																				
Status of the course	Obligatory	Percentage of application of e-learning	30%																						
COURSE DESCRIPTION																									
Course objectives	The aim of the course is to introduce students to the basic concepts of human resources management, providing them with skills and abilities important for managing human resources. Students will understand the main concepts in the field of human resources management within different companies.																								
Course enrolment requirements and entry competences required for the course	Determined by the Statute of the Faculty of Economics, Business and Tourism and Rules and Regulations for Studies and Study Programmes.																								
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	<p>The main learning outcome: Ability to analyze, identify and comment theoretical and practical issues in the field of human resources management.</p> <p>Specific learning outcomes:</p> <ol style="list-style-type: none"> 1. To analyse characteristics of business and social environment as base for designing human resource management system. 2. To design jobs and to plan human resource needs. 3. To analyse different methods and techniques related to recruitment, selection and maintenance of human resources. 4. To create performance appraisal system. 5. To evaluate different elements of compensation system in order to calculate employees' pay for particular job positions within the organisation. 6. To differentiate labour relations in accordance to employment, employee work protection and development of working and living conditions of employees. 																								
Course content broken down in detail by weekly class schedule (syllabus)	<table border="1"> <thead> <tr> <th colspan="2">Lectures</th> <th colspan="2">Tutorials/Seminars</th> </tr> <tr> <th>Topic</th> <th>hrs</th> <th>Topic</th> <th>hrs</th> </tr> </thead> <tbody> <tr> <td>Introduction to human resource management.</td> <td>2</td> <td>Analysing the influence of internal and external environment to human resource management.</td> <td>2</td> </tr> <tr> <td>Jobs and job analysis.</td> <td>2</td> <td>Creating job description and specification.</td> <td>2</td> </tr> <tr> <td>Human resource planning.</td> <td>2</td> <td>Application of qualitative and quantitative methods in human resource planning.</td> <td>2</td> </tr> </tbody> </table>					Lectures		Tutorials/Seminars		Topic	hrs	Topic	hrs	Introduction to human resource management.	2	Analysing the influence of internal and external environment to human resource management.	2	Jobs and job analysis.	2	Creating job description and specification.	2	Human resource planning.	2	Application of qualitative and quantitative methods in human resource planning.	2
Lectures		Tutorials/Seminars																							
Topic	hrs	Topic	hrs																						
Introduction to human resource management.	2	Analysing the influence of internal and external environment to human resource management.	2																						
Jobs and job analysis.	2	Creating job description and specification.	2																						
Human resource planning.	2	Application of qualitative and quantitative methods in human resource planning.	2																						

2021./2022.

01/03/22 – 9. Sj. FV.

	Recruitment.	2	Employee recruitment using different internal and external recruitment sources.	2
	Selection.	2	Analyse and implementation of different selection techniques.	2
	Training and development.	2	Training and development opportunities (case study analysis).	2
	Motivation and job satisfaction.	2	Analyse of internal and external motivational factors.	2
	Performance management and appraisal.	2	Creation of performance appraisal tool.	2
	Total rewards and compensation.	2	Basic salary and basic salary setting.	2
	Variable pay and employee benefits.	2	Variable pay and benefits in different industries (case study analysis)	2
	Employee relations, rights and responsibilities.	2	Employee relations (analyse of different collective bargaining processes and agreements).	2
	Risk management and worker protection.	2	Risk management and worker protection employee protection (case study analysis).	2
	Managing equal employment and diversity.	2	Managing equal employment and diversity (case study analysis).	2
Format of instruction	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> <i>on line</i> in entirety <input checked="" type="checkbox"/> partial e-learning <input type="checkbox"/> field work		<input checked="" type="checkbox"/> independent assignments <input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> chat <input checked="" type="checkbox"/> self-evaluation quizzes	
Student responsibilities	Student is responsible for actively attending at least 50% of all classes and participate at least 2 self-evaluation (online) quizzes in order to fulfil requirements (receiving teacher's signature) during the course. Additionally, teacher's signature is precondition to participate final exam.			
Screening student work (<i>name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course</i>)	Class attendance	1	Research	Practical training
	Experimental work		Report	Assignments (Other) 2
	Essay		Seminar essay	(Other)
	Tests	2	Oral exam	(Other)
	Written/oral exam	4*	Project	(Other)
Grading and evaluating student work in class and at the final exam	During semester, student has to attend two tests (theoretical part of the exam), each minimum 50 points. Practical part of the exam will be checked through three assignments (two assignments * 20 points, one assignment * 40 points) in total all max. 80 points. Based on active participation in classes, student can achieve up to 20 points. If student earns at least 110 points during the course, (and at least 50 points from assignments) and achieves in total at least 50 points from the tests (and at least 25 points in each test) will be considered that he/she has passed the exam			

2021./2022.

19/10/21 – 2.Sj.FV.

	<p>and will be offered an appropriate grade.</p> <p>The rating scale and the corresponding grades are calculated according to the following scale:</p> <p>110-130 satisfied (2) 131-145 good (3) 146-160 very good (4) 161-200 excellent (5)</p> <p>*If a student does not collect 110 points during the course (or does not meet any of the other criteria required for taking the exam in the pre-session), he/she accesses a written/oral exam consisting of a theoretical part (maximum 50 points) and a practical part with two assignments (maximum 50 points). To pass the exam, student must achieve at least 25 points from the theoretical part and at least 25 points from the practical part of the exam and in total minimum 55 points.</p> <p>The score is multiplied by a weight of 2 and the grade is calculated according to the following scale: 110-130 satisfied (2) 131-145 good (3) 146-160 very good (4) 161-200 excellent (5)</p>		
Required literature (available in the library and via other media)	<p style="text-align: center;">Title</p>	<p style="text-align: center;">Number of copies in the library</p>	<p style="text-align: center;">Availability via other media</p>
	Mathis, R. L., Jackson, J. H.: Human Resource Management, Thomson South-Western, 2008.		Web
	<u>Dessler, G.: Human resource management, 16th Edition, Pearson, New York, 2020.</u>		Web
	<u>Armstrong, M. and Taylor, S.: Armstrong's Book of Human resource management practice, 13th ed., Kogan Page, London, 2014.</u>		Web
Optional literature (at the time of submission of study programme proposal)	<p><u>Decenzo, D. A., Robbins, S. P. and Verhulst, S. L. : Fundamentals of Human resource management, 12th ed., Wiley, USA, 2016.</u></p> <p>Bakotić, D., Goić, S., Tadić, I.: Motivation of employees 50+, 6th Mediteranean interdisciplinay forum on social sciences and humanities, 2018.</p>		
Quality assurance methods that ensure the acquisition of exit competences	<p>Registering students' success in carrying out of their duties (lecturer). Monitoring lectures and practice sessions (Vice Dean for Education). Students' Performance analysis in each course (Vice Dean for Education). Student questionnaire on the quality of lecturers and lessons for each course (University of Split, Quality Assurance Centre) Examination is used as an instrument to evaluate individual course outcomes by the course lecturer. The content of exam is reassessed periodically in order to assure compliance with the course outcomes.</p>		
Other (as the proposer wishes to add)			

2021./2022.

19/10/21 – 2.Sj.FV.