

| NAME OF THE COURSE  |  | Human Resources Management              |  |            |    |   |
|---|--|---|--|------------|----|---|
| Code  | ECA105   | Year of study                           | 2.   |            |    |   |
| Course teacher  | Srećko Goić, PhD, Full Professor<br>Ivana Tadić, PhD, Full Professor<br>Danica Bakotić, PhD, Full professor  | Credits (ECTS)                          | 5  |            |    |   |
| Associate teachers  | Doris Podrug, ME   | 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><b>The main learning outcome:</b><br/>Ability to analyze, identify and comment theoretical and practical issues in the field of human resources management.</p> <p><b>Specific learning outcomes:</b></p> <ol style="list-style-type: none"> <li>To analyse characteristics of business and social environment as base for designing human resource management system.</li> <li>To design jobs and to plan human resource needs.</li> <li>To analyse different methods and techniques related to recruitment, selection and maintenance of human resources.</li> <li>To create performance appraisal system.</li> <li>To evaluate different elements of compensation system in order to calculate employees' pay for particular job positions within the organisation.</li> <li>To differentiate labour relations in accordance to employment, employee work protection and development of working and living conditions of employees.</li> </ol> |   |  |            |    |   |
| Course content broken down in detail by weekly class schedule (syllabus)          | <b>Lectures</b>  |   | <b>Tutorials/Seminars</b>  |            |    |   |
|   | <b>Topic</b>   | <b>hrs</b>                              | <b>Topic</b>   | <b>hrs</b> |    |   |
|   | Introduction to human resource management.   | 2                                       | Analysing the influence of internal and external environment to human resource management. | 2          |    |   |
|   | Job analysis and design.   | 2                                       | Creating job description.  | 2          |    |   |
|   | Human resource planning.   | 2                                       | Calculating the required number of employees according to future needs.                    | 4          |    |   |
|   | Recruitment.   | 2                                       | Employee recruitment using different recruitment channels and medias.                      | 1          |    |   |
|   | Selection.   | 2                                       | Analyse and implementation of different selection techniques.                              | 1          |    |   |

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|   | Orientation, personnel training and development.   | 2  | Analyse and discussion (case study).   | 2 |                     |   |
|   | Motivation and job satisfaction.   | 2  | Analyse of internal and external motivational factors.   | 2 |                     |   |
|   | Performance appraisal.   | 2  | Performance appraisal using case study analysis.   | 2 |                     |   |
|   | Compensation management  | 2  | Basic salary and basic salary setting. Calculation of different elements of compensation system.   | 4 |                     |   |
|   | Labour relations.  | 2  | Collective relations (analysing different types of agreements).  | 3 |                     |   |
|   | Protection and development of working and living conditions of employees.  | 2  | Analyse of different types of employee protection.   | 3 |                     |   |
|   | Human resource information system.   | 2  |  |   |                     |   |
|   | Work organisation within human resource management departments.  | 2  |  |   |                     |   |
| Format of instruction   | <input checked="" type="checkbox"/> lectures<br><input type="checkbox"/> seminars and workshops<br><input checked="" type="checkbox"/> exercises<br><input type="checkbox"/> <i>on line</i> in entirety<br><input checked="" type="checkbox"/> partial e-learning<br><input type="checkbox"/> field work   |    | <input checked="" type="checkbox"/> independent assignments<br><input type="checkbox"/> multimedia<br><input type="checkbox"/> laboratory<br><input type="checkbox"/> work with mentor<br><input type="checkbox"/> chat<br><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  | <p>During semester, student has to attend two tests (theoretical part of the exam), each maximum 50 points. In order to fulfill theoretical part of the exam, student needs to achieve minimum 30 out of 50 points within each test (in total minimum 60 out of 100 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. In order to fulfill practical part of the exam, student needs to achieve minimum 60 out of 100 points. If student achieves at least 120 points during the course (and at least 60 points from assignments, plus in total at least 60 points from two tests, considering at least 30 points within each test) will be considered that he/she has passed the exam and will be offered an appropriate grade.</p> <p>*If a student does not reach at least 120 points during the course (or does not meet any of the other criteria required for taking the exam in the pre-session), he/she</p> |    |  |   |                     |   |

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|   | <p>accesses a written/oral exam consisting of a theoretical part (maximum 100 points) and a practical part of the exam (maximum 100 points). To pass the exam, student must achieve at least 60 points from the theoretical part and at least 60 points from the practical part of the exam and in total minimum 120 points.</p> <p>The rating scale and the corresponding grades for the particular parts of the exam during the semester and afterwards, are calculated according to the following scale:</p> <p>60-69 satisfied (2)<br/> 70 – 79 good (3)<br/> 80 - 89 very good (4)<br/> 90 - 100 excellent (5)</p> <p>The final grade is calculated as average grade of particular parts of the exam (theoretical and practical part).</p> |  |                                     |
| Required literature (available in the library and via other media)          | <b>Title</b>  | <b>Number of copies in the library</b> | <b>Availability via other media</b> |
|   | Mathis, R. L., Jackson, J. H.: Human Resource Management, Thomson South-Western, 2008.  |  | Web                                 |
|   | Dessler, G.: Human resource managemet, 16th Edition, Pearson, New York, 2020.   |  | Web                                 |
|   | Armstrong, M. and Taylor, S.: Armstrong's Book of Human resource management practice, 13 <sup>th</sup> ed., Kogan Page, London, 2014.   |  | 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 interdisclipinary 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).<br/> Monitoring lectures and practice sessions (Vice Dean for Education).<br/> Students' Performance analysis in each course (Vice Dean for Education).<br/> Student questionnaire on the quality of lecturers and lessons for each course (University of Split, Quality Assurance Centre)<br/> 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)                                       |   |  |                                     |