



Universiteti i Prishtinës
“Hasan Prishtina”
 UNIVERSITAS STUDIORUM PRISHTINIENSIS
FAKULTETI EKONOMIK

Teachin plan and program (SYLLABUS)			
Institution:		Faculty of Economics of the University of Prishtina	
Subject :		Human resource Management	
Cycle		Bachelor	
Status of teaching subject		Compulsory	
Year of study		II	
Number of ECTS		4	
Department		Management \$ Marketing	
Academic year		2019	
Lecturer	Name of the proffesor:	Prof. Dr. Ymer Havolli	
	Office :	Fakulteti Ekonomik, flour VI-number 66	
	Orari për këshilla për studentë:	Monday, Tusday , thirsdays 11:30-13:30	
	Telefon:	+383(0)49/400-102	
	E-mail	ymer.havolli@uni-pr.edu	
Teaching methodology:		Lectures, exercises, interactive discussions, essays, presentations, and case studies.	
Level:		Bachelor <input type="checkbox"/>	
Student load (number of hours per semester, ECTS)			
Activity	Number of teaching hours	Weeks	Total
lectures	2	13	26
Exercises	1	15	15
Tests	2	2	4
Development of seminar work	4	3	12
Independent student work (in library, home)			40
Final	3	1	3
Total			100

<p>Subject description :</p>	<p>Learn about the exciting world of today's Human Resources Management through our comprehensive course. This HR management course weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the Kosovo and other countries. This course highlights important challenges facing managers and employees in today's business climate. Interesting case studies explore real companies recruitment, selection, training, adaptation, payment and organizations.</p>
<p>Learning outcomes:</p>	<ol style="list-style-type: none"> 1. Identify each of the major HRM functions and processes of HRM planning, job analysis and design, recruitment, selection, training and development, compensation and benefits, and performance appraisal 2. Define the HRM process to the organization's strategic management and decisionmaking process 3. Recall the wide range of sources for attracting and recruiting talent and appropriate practices for job placement 4. Recognize emerging trends, opportunities and challenges in performance appraisal 5. List training and development processes as well as future trends for HRM globalization
<p>Evaluation methodology:</p>	<p>Evaluation methodology:</p> <ul style="list-style-type: none"> • Active class participation, 10% of final notes. • Development and presentation of seminar paper, 10% of final notes. <p>during the semester, two exams will be organized in week 7 and the second exam in week 14.</p> <ul style="list-style-type: none"> • These two exams in the middle and the end of the semester will cover 80% of the final mark, plus 20% of the activity. <p>The first semester exam (will be organized week 7) includes half of the material of this syllabus.</p> <p>The second exam at the end of the semester (14th week) includes the other part of the material of this syllabus</p> <p>The right in these exam have, the students who have attended the lectures are entitled.</p> <p>Meanwhile, students who for various reasons have not been regular are subject to the final exam.</p> <p>The student who has given the first collision has the right to be subjected to the second collision. If you do not pass the first exam, the student will undergo the final exam.</p>

Literature	Literature in albanian language:	Literatura në gjuhën shqipe: 1. Dr. Ymer Havolli: Menaxhmenti i Burimeve njerezore, Riinvest, 2014,
	Literature in english:	<ul style="list-style-type: none"> ▪ H T Graham & Roger Bennett: Human Resources management, Great Britain 1998 ▪ Michael Armstrong; Human Resource Management Practice- tent edition

Topics during the semester

No. Lectures	Topics	Chapter
week 1	The Human Resource Concept; Books; Human Resource Management, pp. 3-24	1
week 2	Human resource Management Books; Human Resource Management, pp. 27-35	1
week 3	The human resources development strategy, Books; Human Resource Management; 35-54	2
week 4	Defining Human Resources, Books; Human Resource Management, 57-74	2
week 5	Human resource planning, Books; Human Resource Management, 79-87	3
week 6	Recruitment of human resources, Books; Human Resource Management, 89-101	3
week 7	First midterm exam	3
week 8	Selection process Books; Human Resource Management,	
week 9	Orientation and adoption at work, Books; Human Resource Management; 117-119	4
week 10	Motivation Books; Human Resource Management; 141-151	4
week 11	Development of HR, Books; Human Resource Management, 157-171	4
week 12	Intellectual capital YHavolli Human Resource Management; 173-177	5
week 13	Knowledge Management, YHavolli Human Resource Management,; 179-182	5
week 14	Second midterm exam	6
week 15	Necessary performance and reward, Human resource Management; 185-207	

Posting Grades:	of	All student grades will be posted on the SEMS and students should monitor their grading status through this tool. Grades for all assignments will be posted no later than 10 days after the assignment..
Changes Syllabus:	to	This syllabus serves as an instructional and study planning document. Although every effort will be made to maintain the schedule and activities presented herein, it may become necessary during the course of the semester to make changes to the syllabus. In such events, changes will be announced via the course web site and Instructor announcements. The new date will be published in the revised version of the Syllabus.

Prof. Y. Havolli