

## SYLLABUS

Basic data of the subject	
<b>Academic unit:</b>	<b>FACULTY OF TOURISM AND ENVIRONMENT</b>
<b>Subject title:</b>	<b>HUMAN RESOURCE MANAGEMENT AND LEADERSHIP</b>
<b>Level:</b>	<b>Bachelor</b>
<b>Subject status:</b>	<b>Obligatory</b>
<b>Year of study:</b>	<b>Second year , fourth semester</b>
<b>Number of hours per week:</b>	<b>2+2</b>
<b>Credits – ECTS:</b>	<b>5</b>
<b>Time / location:</b>	
<b>Lecturer of the subject:</b>	<b>Prof. Ass. Dr. Bislim Lekiqi</b>
<b>Contact details:</b>	<b>bislim.lekqiqi@ushaf.net</b>
Description of subject	
<b>Description of subject</b>	<i>The course Human Resource Management elaborates on both theoretical and practical aspects, general knowledge on human resources and their management. Based on the fact that human resources are the key to success in business, we will start with the analysis of the behavior of the individual in an organizational environment, moving on to the analysis of the management team. Topics that include communication, training, selection, motivation, evaluation, and human resource management will then be addressed. In the future, professional practice will be developed that will aim to compare theoretical knowledge with practical reality in businesses and institutions</i>
<b>Subject goals:</b>	<i>The aim of the course is to explain the role of human resource management in relation to other functions to support the objectives of the organization, to explain how external factors such as economy, globalization, trade unions and legislation affect the development and role of human resource management. We will also address the recruitment and selection processes, such as: job descriptions, job analysis, recruitment and selection.</i>
<b>Expected results:</b>	<i>Upon successful completion of this module, students will be able to:</i> <ul style="list-style-type: none"> <li>- <i>explain the reasons why performance management is critical to the performance of the organization, and what tools are available for management to maximize performance,</i></li> <li>- <i>describe the role of training &amp; development in the performance of the organization, and must be managed effectively in this role,</i></li> <li>- <i>identify compensation &amp; benefits strategies to attract and retain employees with good performance within the organization,</i></li> <li>- <i>discuss ways in which the employer must protect the rights of</i></li> </ul>

	<i>workers, safety, health, and employee privacy,</i>		
<b>Student contribution (should correspond to the expected results of the student)</b>			
<b>Activity</b>	<b>Hours</b>	<b>Day/Week</b>	<b>Total</b>
Lessons and exercises	4	12	48
Professional practice	4	3	12
Contacts with lecturer/consultations	1	5	5
Midterms, seminars	2	2	4
Homework			
Personal study time for student (at library or at home)	2	15	35
Final preparation for the exam	3	4	12
Time spent on assessment (tests, final exam)	2	3	6
Projects, seminars, presentations, etc	6	2	12
<b>Total</b>			<b>124</b>
<b>Teaching methodology:</b>	<p><i>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.</i></p> <p><i>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.</i></p> <p><i>Concrezation tools/IT: Laptop, Projector, Black Board, Marker, Microphone</i></p>		
<b>Evaluation methods:</b>	<i>Presence</i>	<i>0-10 pikë</i>	
	<i>Activities</i>	<i>0-10 pikë</i>	
	<i>Test I</i>	<i>0-35 pikë</i>	
	<i>Test II</i>	<i>0-35 pikë</i>	
	<i>Seminar</i>	<i>0-10 pikë</i>	
	<i>Exam</i>	<i>0-70 pikë</i>	
<b>Literature</b>			
<b>Primary literature:</b>	<ol style="list-style-type: none"> <li><i>Canco G., (2014), Menaxhimi i Burimeve Njerëzore, Tiranë</i></li> <li><i>Canco G., (2007), Menaxhimi i Burimeve Njerëzore, Zbatime praktike, Tiranë</i></li> </ol>		
<b>Additional literature:</b>	<ol style="list-style-type: none"> <li><i>Robbins S. P. &amp; DeCenso D., (2012), Bazat e menaxhimit, Koncepte dhe aplikime themelore, Tiranë</i></li> <li><i>Lekiqi B., (2017), Ligjërata të autorizuara</i></li> <li><i>Llaci L., &amp; Koli K., (2005), Manaxhimi i burimeve njerëzore, Tiranë</i></li> </ol>		

	<p>6. Hummel R.T., (2012), <i>Personalmanagement</i>, Ventus Publishing ApS</p> <p>7. Banfield P., &amp; Kay R., (2011), <i>Hyrje në Menaxhimin e Burimeve njerezore</i>, UET Press, Tiranë</p> <p>8. Havolli Y., (2014), <i>Menaxhimi i resurseve Njerezore</i>, Riinvest, Prishtine</p> <p>9. Kutllovci E., (2014), <i>Menaxhimi i resurseve Njerezore</i>, Prishtinë</p> <p>10. <i>Fundamentals of Human Resource Management</i>, Fourth Edition Raymond Noe, John Hollenbeck, Barry Gerhard, Patrick Wright, McGraw-Hill</p>
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**Designed plan of study:**

<b>Week</b>	<b>Lecture that will take place</b>
<b>First week:</b>	<i>Presentation of the Syllabus, HRM, the key to success in business;</i>
<b>Second week:</b>	<i>Individual behavior &amp; The organization's environment</i>
<b>Third week:</b>	<i>Management Team</i>
<b>Fourth week:</b>	<i>Communication &amp; Interviews</i>
<b>Fifth week:</b>	<i>Treating employees</i>
<b>Sixth week:</b>	<i>Midterm 1 - The first intermediate evaluation</i>
<b>Seventh week:</b>	<i>Staffing</i>
<b>Eighth week:</b>	<i>Basics of motivation</i>
<b>Nineth week:</b>	<i>Performance Assessment &amp; Wages</i>
<b>Tenth week:</b>	<i>leadership</i>
<b>Eleventh week:</b>	<i>Professional practice or research in the field: Business approach to HRM; Organizational environment.</i>
<b>Twelfth week:</b>	<i>Professional practice: management structure; communication; HR planning.</i>
<b>Thirteenth week:</b>	<i>Professional practice: Completing the job; ;, interview motivation; Performance evaluation; wages.</i>
<b>Fourteenth week:</b>	<i>Reporting from professional practice and presentation of seminar papers</i>
<b>Fifteenth week:</b>	<i>Midterm 2 - The second intermedier evaluation</i>

**Academic policy and behavior rules:**

- *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.*