|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course: | | Human resource management | | | | | | | | |
| Course id:3ОАЕ5I39 | |
| Number of ECTS:6 | |
| Teacher: | | Vesna O. Rodić; Jelena J. Karapandžin | | | | | | | | |
| Course status | | Elective | | | | | | | | |
| Number of active teaching classes (weekly) | | | | | | | | | | |
| Lectures:2 | | Tutorials:2 | | | Other teaching types: | | Study research work: | | Other classes: | |
| Precondition courses | | None | | | | | | | | |
| 1. Educational goal   The aim of this course is to introduce students with the importance of human resources, modern tendencies in managing human resources and legislature related to this field so that they are able to choose, motivate and maintain the best employees and as such become part of a successful team themselves. | | | | | | | | | | |
| 1. Educational outcomes   The knowledge and skills gained and developed throughout this course can be universally used regardless of the job positions held during their careers. Students will be aware of the importance of human resources and able to make difference between managing objects and people. With those characteristics, they will better adjust to teams, communicate with their surroundings and contribute to building positive working environment and the success of their company. | | | | | | | | | | |
| 1. Course content   *Theoretical instruction.* Introduction: concept, subject and aims of human resources management. Placing the function of human resources management in organizations. Development stages of human resources management. Modern tendencies in human resources management. Changeable environment influence. Managing equal possibilities and differences. Types of discrimination. Positive action programmes. Planning and recruiting human resources. Business analysis. Internal and external recruitment sources. Selection. Testing. Interviewing. Unconventional methods of selection. Retaining staff. Managing employees’ performances. Managing awarding. Promotion, specialization and development in organizations.  *Practical instruction.* Tutorials are held through team/seminar work and students’ active participation in discussions about chosen topics. Topics are adjusted to students’ interests and correspond to current issues in the given field. Potential topics: The influence of globalization and technological development on human resources management; Racial, sexual and age discrimination; Gender equality; Sexual harassment; Attitude to different sexual orientations; Attitude to disabled people; Mobbing; Recruitment at universities; Recruitment by Internet. Employment based on recommendations. Unconventional selection methods (polygraph, graphology, astrology…); Motivational letter; CV; Interview; Dress code. | | | | | | | | | | |
| 1. Teaching methods   Lectures with PPT presentations, seminar papers, discussion groups, role playing, mentoring, field practice (visiting organizations or business entities and discussing human resources management problems and their solutions. | | | | | | | | | | |
| Knowledge evaluation (maximum 100 points) | | | | | | | | | | |
| Pre-examination obligations | | | Mandatory | Points | | Final exam | | Mandatory | | Points |
| Lecture attendance | | | Yes/No | 5 | | *Written Exam*  *Oral Exam* | | Yes | | 50  10 |
| Homework | | | Yes/No | 20 | |  | | | | |
| Tutorials attendance | | | Yes/No | 5 | |
| Seminar paper | | | Yes/No | 10 | |
| Literature | | | | | | | | | | |
| Ord. | Author | | Title | | | Publisher | | | | Year |
|  | Torington, D, Hal, L., Tejlor, S. | | Menadžment ljudskih resursa | | | Datastatus, Beograd | | | | 2004 |
|  | Price, А. | | Human Resource Management in a Business Context, 3rd Ed. | | | Thomson | | | | 2007 |
|  | Noe, R., Hollenbek, D., Gerhat, B. | | Menadžment ljudskih potencijala | | | MATE, Beograd | | | | 2006 |
|  | Jovanović-Božinov, M., Kulić, Ž., Cvetkovski, T. | | Menadžment ljudskih resursa | | | Megatrend univerzitet, Beograd | | | | 2004 |
|  | Desler, DŽ. | | Osnovi menadžmenta ljudskih resursa | | | Data status, Beograd | | | | 2007 |