



**University “Ukshin HOTI” Prizren**  
**Faculty of Economy**  
**Master in Business Administration**

**TEACHING PROGRAM– SYLLABUS 2019-2020**

<b>Level of the studies</b>	<b>Master</b>	<b>Program</b>	<b>Business Administration</b>	<b>Academic Year</b>	<b>2019/20</b>
<b>SUBJECT</b>	<b>Human Recourse Management</b>				
<b>Year</b>	<b>I</b>	<b>Status of the subject</b>	<b>Obligatory</b>	<b>Code</b>	<b>ECTS credits</b>
<b>Semester</b>	<b>II</b>				<b>5</b>
<b>Teaching Weeks</b>	<b>15</b>		<b>Teaching hours</b>	<b>30</b>	<b>Lectures</b>
					<b>2</b>
					<b>Exercises</b>
					<b>0</b>
<b>Teaching Methodology</b>	Lectures, exercises, seminar workings, consultation, tests, case studies, homework.				
<b>Consultations</b>	An hour before lectures and an hour after lectures				
<b>Teacher/ professor</b>	<b>Prof. Asoc. Dr. Hamdi HOTI</b>		<b>e- mail</b>	hamdi.hoti@uni-prizren.com	
			<b>Tel.</b>	383 44 205 116	

<b>Study purpose of the subject</b>	<b>Benefits of the student</b>
This subject aims to provide advanced knowledge, to train students to use specific theories, concepts and methods of human resource management. The teaching program- curriculum is focused on presentation of early development of theories that affect resource management, and then manner of the works organizing till motivation of the employees, evaluation and reward of their performance as well as safety at work. Students shall understand why it is necessary human resources management. Students shall gain knowledge on planning, recruitment, selection, motivation, communication, development, and performance evaluation.	At the end of learning the subject, students should be able to: <ul style="list-style-type: none"> <li>✓ Understand that human resource management it is a process to ensure the right people in the right place and at the right time;</li> <li>✓ Students shall understand the basic elements of human resource management;</li> <li>✓ Understanding the theoretical and practical aspects of Human Resource Management;</li> <li>✓ Compile, analyze the compensation plan (remuneration), planning and selection in an enterprise;</li> <li>✓ Identify necessary factors to ensure a motivated and successful staff.</li> </ul>
<b>Methodology for the implementation of the teaching topics:</b> In two hours of lectures and an hour of exercises during a week we will elaborate teaching materials, and group discussions will be organized. Seminar workings will be presented, which will be afterwards tackled and discussed together with the students. Students are encouraged to follow up the management and organization aspects in institutions, public and private enterprises –companies, and generate topics for discussion. Working papers on these issues will be important for evaluation. Besides obligatory text-books, students will have the opportunity to use the library in UPZ and electronic library. Methods of work will be focused on lectures and interactive exercises with broad participation of students in the learning process, with individual and group presentations, etc.. <ul style="list-style-type: none"> <li>✓ Presentation of the teaching subjects and topics will be done with PowerPoint projector;</li> <li>✓ Case studies or tasks (for the hour of exercises) will be related to the subject lectured.</li> </ul>	

Lectures, exercises, interactive approach, consulting, seminar working papers etc			
<b>Conditions for realization of the teaching topics:</b>			
Teaching rooms equipped with computers / laptops and projector for presentation of material.			
Appropriate literature, broad use of IT means.			
<b>Method/manner of student assessment-evaluation (in %)</b>			
✓ Test I	0,00 %	Evaluation in %	Final marks/scores
✓ Attending of lectures	10 %	91-100	10 (ten)
✓ Engagement	10 %	81-90	9 (nine)
✓ Seminar workings	10%	71-80	8 (eight)
✓ Final Examination	<u>70%</u>	61-70	7 (seven)
Total	100 %	51-60	6 (six)
		0-50	5 (five)
<b>Obligation of the student:</b>			
<b>Lectures</b>		<b>Exercises</b>	
✓ Regular attendance of students in lectures;		✓ Active participation of students in the exercises;	
✓ Active participation in discussions during lectures;		✓ Team work on case studies and group assignments;	
✓ Seminar working paper;		✓ Participating in discussions related to case studies;	
✓ Participation in the tests;		✓ Reflecting the willingness and wisdom for initiatives, and demonstration of knowledge gained from lectures.	
✓ Use of obligatory literature & supplementary literature;			
✓ Be active and respecting regulation on higher education, the ethics of courtesy and for cooperation;			
✓ Final examination.			
<b>Student's workload for the subject</b>			
<b>Activities</b>	<b>Hours</b>	<b>Days/Week</b>	<b>Total:</b>
Lectures	2	15 weeks	30 hours
Exercises			
Practical work			
Collaboration with the teacher / consultations	0.5 hour	15 weeks	7 hours
Field exercises		15 weeks	15 hours
Seminars	0.5	10 weeks	5 hours
Homework	2	9	18
Tenure of individual studies	4	15 weeks	60 hours
Preparation for final examination	4	10 weeks	40 hours
Time utilized on evaluation (tests, final exam)	1	1	1
Projects, presentations...etc	1	1	1
Attention: 1 ECTS credit=25 hours engagement, e.g. if the subject has 5 ECTS credit, student should be engaged 150 hours during the semester		Total workload:	125 hours

Week	Lectures		Exercises	
	Topics	Hour	Topics	Hour
1.	Introductory lecture	2	Questions for discussions	
	Development of human resource management			
2.	Human Resource Management	2	Questions for discussions and examples	
	<i>Department of human resources</i>			
3.	Background for HRM	2	Examples of work organization	

4.	Organization and analysis of the work	2	Examples	
5.	Planining of Human Resoruces	2	Practical examples	
6.	Recruitment	2	Questions for discussions and	
7.	Formation	2	Practical examples	
8.	Training of workers	2	Exercises	
9.	Performance Evaluation	2	Practical examples	
10.	Reward Management	2	Examples	
11.	Employee Benefits	2	Questions for discussions and examples	
12.	Labor Relations	2	Examples	
13.	Collective Contracts	2	Examples	
14.	The Purpose and Importance of the health and safety at work, risks about health and safety at work	2	Examples and discussions	
15	Summary of the material Preparation for the exam		Examples and discussions	

<b>LITERATURE:</b>
<p><b>Basic Literature:</b></p> <p><b>Text Book 1:</b></p> <ul style="list-style-type: none"> <li>✓ Human Resource Management , Dr. Shyqri LLACI, Dr. Zana KOLI, Tiranë</li> </ul> <p><b>Supplementary Literature:</b></p> <ul style="list-style-type: none"> <li>✓ Paul Banfield-Rebecca Kay :Introduction to Human Resource Management , Translated by: Jonida Bregu, Publication / Edition UET Press 2011 Tiranë</li> <li>✓ Prof. Dr. Galantina Canco (Doraci): Human Resource Management Tiranë 2009</li> <li>✓ Human Resource Management, University Textbook, Ymer Havolli, Riinvest, Prishtinë, 2003</li> <li>✓ Human Resource Management, Case Studies, Exercises; Dr. Ilirjan LIPI</li> <li>✓ Human Resource Management, University Textbook, Dr. Ymer HAVOLLI, 2003</li> <li>✓ Human Resource Management, Enver KUTLLOVCI, Prishtinë, 2004</li> <li>✓ Methodology of Scientific Research Work : Ali JAKUPI, dispense, Prishtinë;</li> <li>✓ Methodology of Business Scientific Research Work , Nexhmi REXHA, Authorized lectures, 2005 Prishtinë;</li> <li>✓ Human Resource Management, Alan Price 2007 UK</li> <li>✓ Human Resource Management, J. Bratton, J. Gold 2006 UK</li> <li>✓ Various literature and different materials from internet.</li> </ul> <p><b>English Language:</b></p> <ul style="list-style-type: none"> <li>✓ H T Graham &amp; Roger Bennett: Human Resources management, Great Britain 1998.</li> </ul>
<b>Attention/Remarks:</b>
<ul style="list-style-type: none"> <li>✓ For each topic of the subject, students will be provided with the necessary materials in Albanian;</li> <li>✓ At the end of each teaching hour, certain student groups will be engaged with assignments/tasks or case studies related to the topic of lecture;</li> <li>✓ Results achieved from assignments, should be presented and discussed by student groups at the hour of exercises.</li> </ul>
<b>Remarks for students:</b>
<p>Essentially, the student should be conscious and respect the institution and school rules:</p> <ul style="list-style-type: none"> <li>✓ To respect the schedule of lectures, exercises and be attentive at teaching hours;</li> <li>✓ To maintain proper discipline during lectures;</li> <li>✓ Student is obliged for possession and introduction of index at the tests and examination;</li> <li>✓ During compilation of seminar working papers, a student must adhere to the instructions given by the teacher/professor to implement scientific and technical research papers.</li> </ul>