

### DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Sanja Gutić Martinčić	
The name of the college	Exercises in Human Resources	
Study program	Professional Graduate Study of Business Management - MBA	
Status of the College	Mandatory	
Year	2 <sup>nd</sup> Year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V+S)	28+28+28

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p><i>The course is designed so that students are introduced to practical issues, development issues and the work of experts in the field of human resources management through numerous real business examples and simulations.</i></p> <p><i>Working through exercises and case study presentations prepares students to take on specific roles that they will encounter in the workplace</i></p>
1.2. <i>Requirements for enrolment in the course</i>
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1.3. <i>Expected learning outcomes for the course</i>
<p>Students should be able to:</p> <ol style="list-style-type: none"> <li>1. Assess the connection between the strategic role of human resources management and business strategy.</li> <li>2. Analyze the basic processes of human resources management and evaluate their implementation in the organization.</li> </ol>

3. Create a reward scheme based on employee performance evaluation.
4. Design a career development plan for key employees in the organization.
5. To valorize human resources management in the Republic of Croatia in relation to international standards.
6. To reconsider the role of line leaders in the field of human resource management.

#### 1.4. *Course content*

Introduction to the College

Organizational Strategy and Human Resources

    The Strategic Role of Human Resources Management

    Connection with business strategy

    Structure and position of human resources management

Recruitment and Selection

    Planning and staffing

    Testing and selection

    Interviews

Employee training, performance and evaluation

    Trainings, seminars and workshops

    Staffing top management

    Productivity & Quality

    Performance evaluation

Care for the well-being of employees and special groups of employees

    International Human Resources Management

    Health and safety at work

    Staffing and women

The Future of Human Resources

    The Role of Line Leaders in the Field of Human Resource Management

    The Place and Role of Human Resources in the Future

    Analysis of generational needs in the labor market

Adaptation of managerial skills to new trends in the labor market

1.5. Types of teaching (put X)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> lectures<br><input checked="" type="checkbox"/> seminars and workshops<br><input checked="" type="checkbox"/> exercises<br><input type="checkbox"/> Distance education<br><input type="checkbox"/> Field Teaching | <input checked="" type="checkbox"/> Independent tasks<br><input type="checkbox"/> Multimedia & Network<br><input type="checkbox"/> laboratory<br><input type="checkbox"/> Mentoring work<br><input type="checkbox"/> Other _____ |
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1.6. Student obligations

*The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:*

*ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises, and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are;*

- Full-time students must attend at least 70% of the total number of classes to be eligible to sign.*
- Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.*

*PASSING EXAMS: in order to achieve a positive grade in the subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam.*

*CONTINUOUS KNOWLEDGE ASSESSMENT: In order to make students progress more efficiently in class, continuous examinations are carried out (2 intermediate exams). In*

*this way, students acquire smaller teaching units and master the subject material more easily.*

*FINAL EXAM – a student who has not met the conditions for passing the exam during the continuous examination of knowledge (has achieved a total of at least 54 points in the course and has met the lower point threshold of adoption of each learning outcome, i.e. a minimum of 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.*

**PRACTICAL WORK:** *the student is obliged to participate in solving practical tasks and exercises during classes with the aim of practicing the skills necessary for the active management of the human resources department.*

#### 1.7. Student Work Tracking (Add X to the appropriate tracking format)

Attending classes	x	Teaching activity		Seminar paper		Experimental work	
Written exam	x	Oral exam		Essay		Research	
Project		Continuous examination of knowledge (2 intermediate exams)	X	Report		Practical work	x
Portfolio							

#### 1.8. Assessment and evaluation of students' work during classes and at the final exam

*Evaluation and evaluation of students' work during classes and at the final exam is carried out on the basis of the Regulations on Studying of the EFFECTUS University of Applied Sciences.*

*The linking of learning outcomes, teaching methods and assessment of learning outcomes is carried out as follows:*



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	Attending classes	Written exam	Project	Practical work	Altogether
I1		16			16
I2		16			16
I3				16	16
I4				16	16
I5		16			16
I6		16			16
OUT OF OUTCOME	4				4
ALTOGETHER	4	64	0	32	100

	FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	KNOWLEDGE ASSESSMENT METHOD	Maximum number of points
	Written exam	OUTCOME 1 Assess the connection between the strategic role of human resources management and business strategy	lecture	Exam with essay-problem questions to which an answer is sought, demonstrating the identification and definition of key terms, their connection and appropriate argumentation of a higher degree of complexity	96
			Critical review		
			Scenario analysis		
		OUTCOME 2 Analyze the basic processes of human resources management and evaluate their implementation in the organization	Lecture		
			Discussion		
			Case Study		
		OUTCOME 3 Create a reward scheme based on employee performance evaluation	Written papers	Problem tasks: tasks that test the ability to react and solve problems on real practical examples	
			Rehearsal and feedback		
		OUTCOME 4 Design a career development plan for key employees in the organization	Simulation		
			Discussion		



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		<i>OUTCOME 5</i> To valorize human resources management in the Republic of Croatia in relation to international standards.	<i>Scenario analysis</i>		
			<i>discussion</i>		
			<i>Critical review</i>		
		<i>OUTCOME6</i> To reconsider the role of line leaders in the field of human resource management.	<i>discussion</i>		
<i>Attending classes</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>	
<i>TOTAL POINTS</i>					<i>100</i>

<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	84	2,8
Field Trips/Visits Outside the College	0	0
Independent study/research	60	2,0
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	21	0,7
Consultation activities	15	0,5
Other	0	0
<b>TOTAL ECTS credits</b>	<b>180</b>	<b>6</b>

**RATING:**

*In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.*



*Grades are calculated based on the following distribution of points:*

<i>SCORE</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>
<i>80,00 – 89,90</i>	<i>Very good (4)</i>
<i>90.00 and more</i>	<i>Excellent (5)</i>

*Grading is carried out in a transparent manner by collecting points. The course is evaluated with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).*

*CHALLENGE LEARNING OUTCOME - the student has the opportunity to earn an additional maximum of 8 points through the Challenge learning outcome; The student independently chooses one of the activities proposed in the first lesson, and has the opportunity to independently propose an activity with which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the course. Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved makes an additional number of points to the total number of points achieved according to the learning outcomes.*

*Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.*

1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course		
Title	Number of copies	Number of students
1. Lecture presentations	-	-
2. Case studies presented in exercises	-	-
1.10. Supplementary literature		
1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies		
<ul style="list-style-type: none"> <li>• analysis of exam results, level of understanding and knowledge during exercises and practical tasks,</li> <li>• conducting a survey among students,</li> <li>• The evaluation of the teacher,</li> <li>• achieved results and level of knowledge presented during the preparation and defense of the final thesis (students who choose a graduate thesis in this course),</li> <li>• analysis of the Quality Centre's reports and</li> <li>• Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.</li> </ul>		