



EFFECTUS
University of Applied
Sciences

DESCRIPTION OF THE COURSE

GENERAL INFORMATION		
Course Holder	dr.sc. Sanja Gutić Martinčić	
The name of the college	Human Resource Management	
Study program	Professional Graduate Study of Business Management - MBA	
Status of the College	Mandatory	
Year	1 st Year	
Point value and method of teaching	ECTS coefficient of student workload	6
	Number of hours (P+V+S)	42+14+0

DESCRIPTION OF THE COURSE
1.1. <i>Objectives of the course</i>
<p><i>Organizations that take a well-designed approach to human resources management base their competitive advantages on the capabilities and potentials of their employees, on which the competitive ability and value of the economic entity depends.</i></p> <p><i>Since the operation of human resources management should be understood as a process that affects every activity and function in the company, this course provides a theoretical and practical overview of modern knowledge in the field of human resources management within business organizations.</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>
Students should be able to:
1. Create a human resources plan based on the relevant characteristics of the environment and the strategy of the economic entity.



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2. Prepare data, instruments and the entire recruitment process.
3. To design a needs assessment system and a plan for the operationalization of professional development.
4. Evaluate the motivation system.
5. Construct a system for assessing performance at work.
6. Evaluate education goals and career management plan.

1.4. *Course content*

Introduction to the College

Basics of HRE

- Concept and Functions of HRE

- Cycle, environment and impact of HRE on organizational performance

- Labour market

Human Resources Planning

- Objectives of LJP planning

- Stages of LJP planning

- Work analytics and job analysis

Recruitment

- Candidate Acquisition Process

- Selection of candidates

Motivation

- Content theories of motivation

- Factors influencing motivation

- Material and Immaterial Motivation and Motivation Strategies

Work performance and organizational behavior

- Work performance, work behavior and models of work behavior (satisfaction, preoccupation, loyalty)

- Performance Assessment (Goals, Process)

Career Management and Career Planning

- The concept of career and education management



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Stages of career development Change management		
1.5. <i>Types of teaching (put X)</i>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> Distance education <input type="checkbox"/> Field Teaching	<input type="checkbox"/> Independent tasks <input type="checkbox"/> Multimedia & Network <input type="checkbox"/> laboratory <input type="checkbox"/> Mentoring work <input type="checkbox"/> Other _____
1.6. <i>Student obligations</i>		
<p><i>The obligations of students are prescribed in detail by the Statute, Study Regulations, and Student Obligations Guidelines. The key obligations of students are:</i></p> <p><i>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;</i></p> <ul style="list-style-type: none"><i>Full-time students must attend at least 70% of the total number of classes to be eligible to sign.</i><i>Part-time students need to attend at least 50% of the total number of classes to be eligible to sign.</i> <p><i>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.</i></p> <p><i>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.</i></p>		



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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.

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	
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	96	0	0	100



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<i>FORMS OF TRACKING</i>	<i>NAME OF LEARNING OUTCOMES</i>	<i>TEACHING METHOD</i>	<i>KNOWLEDGE ASSESSMENT METHOD</i>	<i>Maximum number of points</i>
<i>Written exam</i>	<i>OUTCOME 1 Create a human resources plan based on the relevant characteristics of the environment and the strategy of the economic entity.</i>	<i>lecture</i>	<i>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</i>	<i>96</i>
		<i>Asking questions</i>		
		<i>discussion</i>		
	<i>OUTCOME 2 Prepare data, instruments and the entire recruitment process.</i>	<i>lecture</i>		
		<i>Discussion</i>		
		<i>simulation</i>		
	<i>OUTCOME 3 To design a needs assessment system and a plan for the operationalization of professional development</i>	<i>lecture</i>		
		<i>Rehearsal and feedback</i>		
	<i>OUTCOME 4</i>	<i>lecture</i>		



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		<i>Evaluate the motivation system</i>	<i>discussion</i>			
		<i>OUTCOME 5 Construct a system for assessing performance at work.</i>	<i>Guided training</i>			
		<i>OUTCOME 6 Evaluate education goals and career management plan.</i>				
			<i>lecture</i>			
			<i>discussion</i>			
	<i>Attending classes</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>		<i>4</i>
					TOTAL POINTS	100



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<i>Type of student workload</i>	<i>Student Load Hours</i>	<i>ECTS credits</i>
Attending contact classes	56	1,9
Field Trips/Visits Outside the College	0	0
Independent study/research	55	1,8
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	54	1,8
Consultation activities	15	0,5
Other	0	0
TOTAL ECTS credits	180	6

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.



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<i>1.9. Required reading and number of copies in relation to the number of students currently attending classes in the course</i>		
<i>Title</i>	<i>Number of copies</i>	<i>Number of students</i>
<i>1. Gutić, D., Horvat. Đ., Jurčević, M.: Human Resources Management in Theory and Application, 2018, Effectus, Zagreb</i>	<i>5*</i> <i>*students receive compulsory literature in permanent ownership</i>	<i>60</i>
<i>1.10. Supplementary literature</i>		
<i>1. Lecture presentations</i>		
<i>2. Case studies presented in exercises</i>		
<i>1.11. Ways of quality monitoring that ensure the acquisition of output knowledge, skills and competencies</i>		
<ul style="list-style-type: none"><i>analysis of exam results, level of understanding and knowledge during exercises and practical tasks,</i><i>conducting a survey among students,</i><i>The evaluation of the teacher,</i><i>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),</i><i>analysis of the Quality Centre's reports and</i><i>Feedback from students who have already graduated on the usefulness of the content of this course in the performance of the work they do.</i>		