

Course unit Descriptor	Faculty of Economics Subotica	 UNIVERZITET U NOVOM SADU UNIVERSITY OF NOVI SAD
		

GENERAL INFORMATION	
Study program in which the course unit is offered	Business informatics
Course unit title	Human Resource Management
Course unit code	OE442-21
Type of course unit ¹	Compulsory
Level of course unit ²	First
Semester when the course unit is offered	5th
Year of study (if applicable)	third
Number of ECTS allocated	6
Name of lecturer/lecturers	Full professor Agneš Slavić, Assistant Professor Nemanja Berber
Mode of course unit delivery ³	Face-to-face
Course unit pre-requisites (if any)	None
PURPOSE AND OVERVIEW (max 5-10 sentences)	
<p>The purpose of the Human Resource Management (HRM) course is to present specific management techniques which will help organizations to achieve success through people. It highlights the importance of human resources and their potential contribution to a firm' competitive advantage. Various HRM practices are described regarding the strategic and coherent approach to the management of an organization's most valued assets – the people working there who individually and collectively contribute to the achievement of its objectives. The purpose of this subject is to teach students the skills necessary to implement the managers' HRM responsibilities, too.</p>	
LEARNING OUTCOMES (knowledge and skills)	
<p>After the completion of this course students will be able to:</p> <ul style="list-style-type: none"> - use the basic techniques of employee planning, - perform job analysis and design, - recruit and select the adequate candidate for a job, - help in the orientation and socialization process of new hires, - implement adequate training methods at job 	

¹ Compulsory, optional

² First, second or third cycle (Bachelor, Master's, Doctoral)

³ Face-to-face, distance learning, etc.

- to plan and develop a successful career path,
- to decide on the most motivating elements of compensation system,
- to carry out adequate human relations.

They will be able to use these techniques in order to achieve the basic goals of HRM: improvement in organizations' outcomes and the satisfaction of the employees.

SYLLABUS (outline and summary of topics)

Theory

Theoretical lectures focus on the following themes: Human resource planning; Job analysis and work design; Human resource information systems; Staffing (recruiting, selection, and orientation); Training and development; Performance management; Compensations (basic pay, incentives, benefits); Employee health and safety.

Practice

The practice includes discussions, case studies, role plays and teamwork assignments focusing on the following aspects of HRM: Planning future workforce; Elements of job description; Methods of work design and re-design; The well-known HR information systems; Sources and methods of recruiting, Process and methods of selection; Importance and methods of orientation; Methods of employee training and development; Techniques of performance management; Elements of the compensation system; Managing workplace health and safety.

LEARNING AND TEACHING (planned learning activities and teaching methods)

Interactive lectures, discussions, case studies, role plays, teamwork assignments

REQUIRED READING

1. Armstrong, M., & Taylor, S. (2014). *Armstrong's Handbook of Human Resource Management Practice*. London: Kogan Page
2. Dessler, G. (2020). *Human Resource Management*. New York: Pearson
3. Stone, R. (2011). *Human Resource Management*. Milton: John Wiley and Sons.
4. Burke, R.J., Noblet, A.J., Cooper C.L. (2013): *Human Resource Management in the Public Sector*. Northampton: Edward Elgar Publishing. Inc.
5. Akingbola, K. (2015): *Managing Human Resources for Nonprofits*. New York: Routledge
6. Paauwe J., Guest D.E., Wright P.M. (2013) *HRM and performance – Achievements and Challenges*. Chister: John Wiley and Sons.
7. Milton N., Lambe, P. (2016): *The Knowledge Manager's Handbook*. London: Kogan Page.
8. Kleiman L.S. (2004): *Human Resource Management – A Managerial Tool for Competitive Advantage*. Cincinnati: Atomic Dog Publishing.

ASSESSMENT METHODS AND CRITERIA

Preliminary exams, practical work, active class participation, final oral exam

Pre-exam obligations	points	Final exam	points
Active class participation	5	Oral exam	30
Practical work	10		
Preliminary exam(s)	55		

LANGUAGE OF INSTRUCTION

Serbian, English or Hungarian