

DESCRIPTION OF A STUDY COURSE – SYLLABUS

Title of a course	Human Resources Management				
Head of course	PhD Drago Pupavac, College Professor				
Study programme	Professional undergraduate study Entrepreneurship				
Status of a course	Obligatory				
Year of study	2.	Semester	III.	ECTS credits	6
Teaching plan (L + E + S+ Pr)	2L + 2S				
Goals of a course					
The aim of the course is to teach students about importance and organization of human resource management, and the possibility of applying existing practices in human resource management. By adopting the fundamental human resource management knowledge students are trained in recognition, planning and assessing HRM in different conditions of global practice.					
Conditions for enrolling course					
No conditions					
Learning outcomes on a level of a study programme which includes course					
<p>Outcome 2: Apply professional knowledge and skills in business operations and in upgrading an existing business entity or in establishing a new one.</p> <p>Outcome 3: Identify and evaluate key performance indicators of companies for management and decision making.</p> <p>Outcome 5: Design and substantiate an entrepreneurial idea through a business plan.</p> <p>Outcome 8: Identify and analyse different organizational solutions in business processes.</p> <p>Outcome 9: Analyse the needs and manners of acquiring, using and developing the resources of a business entity.</p> <p>Outcome 10: Assess ethical approaches when planning and executing business tasks.</p> <p>Outcome 11: Collaborate with the team in solving business tasks in Croatian or foreign language.</p> <p>Outcome 12: Substantiate opinions in business communication with different stakeholders in Croatian and foreign language.</p> <p>Outcome 13: Identify different business risks and their impact on the business process.</p>					
Expected learning outcomes on a level of a course					
<ol style="list-style-type: none"> 1. Critically evaluate the functioning of the labour market and determine the specificities of the labour market. 2. Create an organizational chart of a company and identify the place and tasks of the HR department in the organizational chart 3. Draft a proposal for the vertical and horizontal organization of the HR department 4. Develop a succession plan for key managers and a portfolio analysis of human resources 5. Master the functions of human resources (performance monitoring and evaluation, remuneration process etc.) 					
Content of a course					
Basic characteristics of labour market. Organisation concept of human resource management. Establishment of the Human resource management department. Audit of human potentials. Functions of human potentials.					
Teaching modes	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> auditory exercises <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> distance learning <input type="checkbox"/> field classes		<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratory <input type="checkbox"/> supervisor's work <input type="checkbox"/> other _____		
Comments					
Students' obligations					

Grading, evaluation and monitoring of students' work continuously during lectures and exams

Grading is based upon evaluation of course's learning outcomes' adoption. Grading is performed continuously during lectures and/or during exam, in compliance with the provisions of Regulation on the assessment of students.

Continuous check-up:

Outcomes	Pre-exam I	Pre-exam 2	Seminar work	Assignment	Threshold	Max
Outcome 1	10%		3%	2%	8%	15%
Outcome 2	10%		3%	2%	8%	15%
Outcome 3	10%		4%	6%	10%	20%
Outcome 4		15%	2%	3%	10%	20%
Outcome 5		15%	8%	7%	15%	30%
Percentage of ECTS	2	2	1	1		
Total	30%	30%	20%	20%	50%	100%

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Exam term:

Outcomes	Written exam	Oral exam	Max
Outcome 1	12%	3%	15%
Outcome 2	12%	3%	15%
Outcome 3	16%	4%	20%
Outcome 4	16%	4%	20%
Outcome 5	24%	6%	30%
Percentage of ECTS	4	2	
Total	80%	20%	100 %

A student has passed the exam if he has acquired a percentage of credits for each learning outcome higher or equal to defined threshold.

Grading:

A student has passed the exam if he has acquired at least 50% of anticipated credits of a specific learning outcome.

If a student has passed learning outcomes of all courses, the accomplished credits (percentages) of all passed learning outcomes are being added, while the final grade is defined upon following table:

Range of credits (percentages)	Numerical grade	ECTS grade
90,00 – 100,00	Excellent (5)	A
75,00 – 89,99	Very good (4)	B
60,00 – 74,99	Good (3)	C
50,00 – 59,99	Sufficient (2)	D
0,00 – 49,99	Insufficient (1)	F

Obligatory literature

1. Bahtijarević-Šiber, F. (1999.), Management ljudskih potencijala, Golden Marketing, Zagreb
2. Noe, R. A., Hollenbeck, J. R., Gerhart, B., Wright, P. M. (2006.), Menadžment ljudskih potencijala, Mate, Zagreb

Additional literature

1. Marušić, S. (2000). Upravljanje i razvoj ljudskih potencijala, Adeco & Ekonomski institut, Zagreb.
2. Pupavac, D., Zelenika, R. (2004). Upravljanje ljudskim potencijalima u prometu, Veleučilište u Rijeci,

Rijeka.

3. Trošelj, D., Pupavac, D. (2015). Analiza ljudskih potencijala – preduvjet uspješnosti suvremenih poduzeća, Suvremeni trendovi i kvalitet u upravljanju ljudskim resursima (ur. Slović Slobodan), Visoka škola strukovnih studija za ekonomiju i upravu Centar za ekonomska istraživanja (CEIB), Beograd, str. 159-168.
4. Pupavac, D. (2015). The Ghost Of Herzberg Motivational Theory: Motivators And Demotivators, International Journal Vallis Aurea, Vol.1, No.1, p.15-25.

