

NAME OF THE COURSE		Human Resources Management																											
Code	ECA105	Year of study	2.																										
Course teacher	Ivana Tadić, PhD, Full Professor Danica Bakotić, PhD, Full professor	Credits (ECTS)	5																										
Associate teachers	Doris Podrug, Assistant professor	Type of instruction (number of hours)	L	S	E	F																							
			26		26																								
Status of the course	Obligatory	Percentage of application of e-learning	30%																										
COURSE DESCRIPTION																													
Course objectives	The aim of the course is to introduce students to the basic concepts of human resources management, providing them with skills and abilities important for managing human resources. Students will understand the main concepts in the field of human resources management within different companies.																												
Course enrolment requirements and entry competences required for the course	Determined by the Statute of the Faculty of Economics, Business and Tourism and Rules and Regulations for Studies and Study Programmes.																												
Learning outcomes expected at the level of the course (4 to 10 learning outcomes)	<p><b>The main learning outcome:</b> Ability to analyze, identify and comment theoretical and practical issues in the field of human resources management.</p> <p><b>Specific learning outcomes:</b></p> <ol style="list-style-type: none"> <li>1. To analyse characteristics of business and social environment as base for designing human resource management system.</li> <li>2. To design jobs and to plan human resource needs.</li> <li>3. To analyse different methods and techniques related to recruitment, selection and maintenance of human resources.</li> <li>4. To create performance appraisal system.</li> <li>5. To evaluate different elements of compensation system in order to calculate employees' pay for particular job positions within the organisation.</li> <li>6. To differentiate labour relations in accordance to employment, employee work protection and development of working and living conditions of employees.</li> </ol>																												
Course content broken down in detail by weekly class schedule (syllabus)	<table border="1"> <thead> <tr> <th colspan="2">Lectures</th> <th colspan="2">Tutorials/Seminars</th> </tr> <tr> <th>Topic</th> <th>hrs</th> <th>Topic</th> <th>hrs</th> </tr> </thead> <tbody> <tr> <td>Introduction to human resource management.</td> <td>2</td> <td>Analysing the influence of internal and external environment to human resource management.</td> <td>2</td> </tr> <tr> <td>Job analysis and design.</td> <td>2</td> <td>Creating job description.</td> <td>2</td> </tr> <tr> <td>Human resource planning.</td> <td>2</td> <td>Calculating the required number of employees according to future needs.</td> <td>4</td> </tr> <tr> <td>Recruitment.</td> <td>2</td> <td>Employee recruitment using different recruitment channels and medias.</td> <td>2</td> </tr> </tbody> </table>					Lectures		Tutorials/Seminars		Topic	hrs	Topic	hrs	Introduction to human resource management.	2	Analysing the influence of internal and external environment to human resource management.	2	Job analysis and design.	2	Creating job description.	2	Human resource planning.	2	Calculating the required number of employees according to future needs.	4	Recruitment.	2	Employee recruitment using different recruitment channels and medias.	2
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2025./2026.

03/03/26 – 30. Sj. FV

	Selection.	2	Analyse and implementation of different selection techniques.	2
	Orientation, personnel training and development.	2	Analyse and discussion (case study).	2
	Motivation and job satisfaction.	2	Analyse of internal and external motivational factors.	2
	Performance appraisal.	2	Performance appraisal using case study analysis.	2
	Compensation management	2	Basic salary and basic salary setting. Calculation of different elements of compensation system.	4
	Labour relations.	2	Collective relations (analysing different types of agreements).	2
	Protection and development of working and living conditions of employees.	2	Analyse of different types of employee protection.	2
	Human resource information system.	2		
	New trends in Human resource management	2		
Format of instruction	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> seminars and workshops <input checked="" type="checkbox"/> exercises <input type="checkbox"/> <i>on line</i> in entirety <input checked="" type="checkbox"/> partial e-learning <input type="checkbox"/> field work		<input checked="" type="checkbox"/> independent assignments <input type="checkbox"/> multimedia <input type="checkbox"/> laboratory <input type="checkbox"/> work with mentor <input type="checkbox"/> chat <input type="checkbox"/> self-evaluation quizzes	
Student responsibilities	The full time students must actively participate in at least 50% of the total classes held in order to obtain the course signature. The right to obtain the signature is a prerequisite for taking the exam.			
Screening student work ( <i>name the proportion of ECTS credits for each activity so that the total number of ECTS credits is equal to the ECTS value of the course</i> )	Class attendance	1	Research	Practical training
	Experimental work		Report	Assignments (Other) 2
	Essay		Seminar essay	(Other)
	Tests	2	Oral exam	(Other)
	Written/oral exam	4*	Project	(Other)
Grading and evaluating student work in class and at the final exam	<p>During the semester, two midterm exams will be held, covering both the theoretical and practical components of the course material taught in class. Each component (theoretical and practical) carries a maximum of 50 points, meaning that across both midterms each component (theoretical and practical) can contribute up to 100 points in total. To pass the theoretical and practical components, students must achieve a minimum of 30 points in each part of each midterm (theoretical and practical), that is, a total of at least 60 points.</p> <p>If students do not obtain a passing grade during the semester (either in the theoretical or practical part), they must take the exam during the official exam periods, where they may earn up to 100 points from each part individually (theory and practical component).</p>			

2025./2026.

03/03/26 – 30. Sj. FV

	<p>The grading scale and corresponding grades for individual activities completed during the semester or during exam periods (theoretical and practical components) are as follows:</p> <p>60–69 – sufficient (2)  70–79 – good (3)  80–89 – very good (4)  90–100 – excellent (5)</p> <p>The final course grade is calculated as the average of the grades obtained from individual activities during the semester or from the individual parts of the exam.</p>		
Required literature (available in the library and via other media)	<b>Title</b>	<b>Number of copies in the library</b>	<b>Availability via other media</b>
	Mathis, R. L., Jackson, J. H.: Human Resource Management, Thomson South-Western, 2008.		Web
	Dessler, G.: Human resource management, 16th Edition, Pearson, New York, 2020.		Web
	Armstrong, M. and Taylor, S.: Armstrong's Book of Human resource management practice, 13 <sup>th</sup> ed., Kogan Page, London, 2014.		Web
Optional literature (at the time of submission of study programme proposal)	<p><u>Decenzo, D. A., Robbins, S. P. and Verhulst, S. L. : Fundamentals of Human resource management, 12th ed., Wiley, USA, 2016.</u></p> <p>Bakotić, D., Goić, S., Tadić, I.: Motivation of employees 50+, 6th Mediterranean interdisciplinary forum on social sciences and humanities, 2018.</p>		
Quality assurance methods that ensure the acquisition of exit competences	<p>Registering students' success in carrying out of their duties (lecturer).  Monitoring lectures and practice sessions (Vice Dean for Education and student affairs).  Students' Performance analysis in each course (Vice Dean for Education and student affairs).  Student questionnaire on the quality of lecturers and lessons for each course (University of Split, Quality Assurance Centre)  Examination is used as an instrument to evaluate individual course outcomes by the course lecturer. The content of exam is reassessed periodically in order to assure compliance with the course outcomes.</p>		
Other (as the proposer wishes to add)			

2025./2026.

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