



Table 2

Course description

COURSE DESCRIPTION		
Course instructor	Kristina Črnjar, Ph.D., Associate Professor	
Name of the course	Human Resource Management	
Study programme	Management of Sustainable Development	
Status of the course	Compulsory	
Year of study	3	
ECTS credits and manner of instruction	ECTS credits	6 ECTS
	Number of class hours (L+E+S)	60 (30+0+30)
1. Course objectives		
<p>The main aim of this course is to teach students about the meaning and basics of human resource capital-management. Through the course lectures and projects students learn about principles, functions and processes of human resources in the business systems. Through teamwork and seminar work, students will improve their personal competences, business strategies and promotion of staff.</p>		
2. Course enrolment requirements		
None.		
3. Expected learning outcomes		
<p>After passing this exam, students will be able to:</p> <ul style="list-style-type: none"> – Properly interpret the role and importance of human capital. – Analyze and describe jobs, tasks and assignments. – Lead interviews and negotiations related to the contract of employment. – Develop sources and methods of recruitment and staff selection. – Develop a work plan and a programme for lifelong learning. – Describe stages of employee's introduction in the job. – Establish criteria and methods of rewarding employees. – Organize the process of development of human resources. – Compare and apply techniques of assessing employees' achievements. – Improve personal skills, abilities, competences and communication skills. 		
4. Course content		
<p>INTRODUCTORY REMARKS. Historical development, scientific framework, definitions and characteristics of human capital. Concept and evolution of human capital management. Social and professional changes, the role and meaning of staff in the hospitality and tourism industry.</p> <p>ORGANIZATION OF ACTIVITIES OF HUMAN RESOURCE MANAGEMENT. Legislative base of personnel services and human resources functions. Organizational structure of human capital in the business system. Labour division within the department of human capital and managers of the company. Specific knowledge and ethics of personnel management.</p> <p>PROCESS OF CREATING AND USING HUMAN CAPITAL. Personnel processes as a part of the overall work process. Designing and analyzing jobs. Staff development and promotion. Recruitment and selection of employees. Selection of managers and associates. Conclusion and termination of employment contract. Policy of employment and introduction of employees to work. The motivation of employees. Knowledge innovation of adults in the business system. Performance indicators of operational excellence. Assessing the work efficiency. Evaluation of human capital. Investing in intellectual capital. Documentation and</p>		



<p>Information Systems needed for developing and using human capital. ENTREPRENEURIAL COMPONENT OF HUMAN CAPITAL MANAGEMENT. Entrepreneurial organizing and managing human capital. Forms of participatory governance. The role of the Economic and Social Council and collective negotiations in the world of work. The role of government in the labour market. Discrimination in the labour market. Staff (job) mobility, flexibility and flex-security. Measuring employee's satisfaction. Modern conceptions of work and leisure time.</p>							
5. Manner of instruction		<input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input type="checkbox"/> distance learning <input type="checkbox"/> fieldwork			<input checked="" type="checkbox"/> individual assignments <input type="checkbox"/> multimedia and network <input type="checkbox"/> laboratories <input checked="" type="checkbox"/> mentorship <input type="checkbox"/> other		
6. Comments							
7. Student responsibilities							
Arising from monitoring student's work and their engagement at course.							
8. Monitoring of student work ¹							
Class attendance	2,4	Class participation		Seminar paper		Case study	0,3
Written exam	1,1	Oral exam		Essay		Research	
Project		Continuous assessment	1,7	Report		Practical work	0,5
Portfolio							
9. Assessment of learning outcomes in class and at the final exam (procedure and examples)							
<p>Assessment and evaluation of students in classes and at the final exam is conducted under the Rulebook on evaluation of students at the Faculty of tourism and hospitality management. For each course it is made a detailed course syllabus which coordinates activities, student load, learning outcomes and evaluation methods.</p>							
10. Mandatory literature (at the time of submission of study programme proposal)							
Vujić, V.: Menadžment ljudskog kapitala – 3. izdanje, Sveučilište u Rijeci FTHM, Opatija, 2008.							
11. Optional/additional literature (at the time of submission of the study programme proposal)							
<p>1. Noe, R.A. et al: Human Resources Management, Mate, Zagreb, 2006. 2. Bahtijarević Siber, F.: Human Resource Management, Golden marketing, Zagreb, 1999.</p>							
12. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences							
<p>The quality of the programme, teaching process, teaching skills and level of acquired course matter will be evaluated in writing, by means of extensive questionnaires and by employing other methods that are in accordance with the accepted standards and with the Book of regulations on the quality of the University of Rijeka, as well as the Book of regulations on the quality of the Faculty of tourism and hospitality management.</p>							

¹ IMPORTANT: Enter the appropriate proportion of ECTS credits for each activity so that the total number of credits equals the ECTS value of the course. Use empty fields for additional activities.