

| General information | | |
|---|---|--|
| Course instructor | Kristina Črnjar, Ph.D., Full Professor | |
| Name of the course | Human Resource Management | |
| Study programme | Undergraduate study: Business Economics in Tourism and Hospitality Module: Hospitality Management | |
| Status of the course | compulsory | |
| Year of study | 3 rd | |
| ECTS credits and manner of instruction | ECTS credits | 6 ECTS |
| | Number of class hours (L+E+S) | 60 (30+0+30) |
| 1. COURSE DESCRIPTION | | |
| 1.1. <i>Course objectives</i> | | |
| <p>The main aim of this course is to teach students the meaning and basics of human capital management. Through the course lectures and projects students learn about principles, functions and processes of human capital in the business systems. Through teamwork and case studies, students will gain competences for developing business development strategies and promotion of staff.</p> | | |
| 1.2. <i>Course enrolment requirements</i> | | |
| None. | | |
| 1.3. <i>Expected learning outcomes</i> | | |
| <p>After passing this exam, students will be able to:</p> <ol style="list-style-type: none"> 1. Properly interpret concepts in the field of human capital management 2. Identify and describe the processes of human capital management in enterprises 3. Formulate a plan for provision, selection, reward and innovation of employee knowledge 4. Write the application for an administrative competition and demonstrate the conduction of the interview during recruitment 5. Critically review trends and challenges in human capital management | | |
| 1.4. <i>Course content</i> | | |
| <p>Historical and theoretical consideration of human capital management. Strategic management of human capital. Organization of human capital activities. Processes of creation and use of human capital (job design and analysis, system of planning the development of human capital, recruitment and selection, employment and conclusion of employment contracts, policy of employment and introduction of employees to work, motivation and evaluation of employee's achievements, personal career development and internal marketing, innovation of employee's knowledge). Trends in management of human capital (management of competencies, talents, knowledge, intellectual capital and diversity). Challenges of human capital management (measurement of human capital performance, international human capital management).</p> | | |
| 1.5. <i>Manner of instruction</i> | <input checked="" type="checkbox"/> lectures <input checked="" type="checkbox"/> seminars and workshops <input type="checkbox"/> exercises <input checked="" 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 |
| 1.6. <i>Comments</i> | | |

| | | | | | | | |
|---|-----|-----------------------|-----|---------------|-------------------------|---------------------------|--|
| <i>1.7. Student responsibilities</i> | | | | | | | |
| Arising from monitoring student's work and their engagement at course. | | | | | | | |
| <i>1.8. Monitoring of student work¹</i> | | | | | | | |
| Class attendance | 2 | Class participation | | Seminar paper | | Experimental work | |
| Written exam | 1 | Oral exam | | Essay | | Research | |
| Project | 1,5 | Continuous assessment | 1,5 | Report | | Practical work | |
| Portfolio | | | | | | | |
| <i>1.9. Assessment of learning outcomes in class and at the final exam (procedure and examples)</i> | | | | | | | |
| 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 there is a detailed course syllabus which coordinates activities, student load, learning outcomes and evaluation methods. | | | | | | | |
| <i>1.10. Mandatory literature (at the time of submission of study programme proposal)</i> | | | | | | | |
| <ol style="list-style-type: none"> Portolese Dias, L. (2012) Beginning Management of Human Resources, https://2012books.lardbucket.org/pdfs/beginning-management-of-human-resources.pdf Armstrong, M., Taylor, S. (2020). Armstrong's Handbook of Human Resource Management Practice. London: Kogan Page. | | | | | | | |
| <i>1.11. Optional/additional literature (at the time of submission of the study programme proposal)</i> | | | | | | | |
| <ol style="list-style-type: none"> Whiting, F., Martin, M. (2020). Human Resource Practice (Cipd). London: CIPD - Kogan Page Armstrong, S, Mitchell, B. (2019). The Essential HR Handbook, 10th Anniversary Edition: A Quick and Handy Resource for Any Manager or HR Professional. London: Weiser. Dessler, G. (2016). Human Resource Management. London: Pearson. | | | | | | | |
| <i>1.12. Number of assigned reading copies in relation to the number of students currently attending the course</i> | | | | | | | |
| <i>Title</i> | | | | | <i>Number of copies</i> | <i>Number of students</i> | |
| <i>Portolese Dias, L. (2012) Beginning Management of Human Resources, https://2012books.lardbucket.org/pdfs/beginning-management-of-human-resources.pdf</i> | | | | | | | |
| <i>Armstrong, M., Taylor, S. (2020). Armstrong's Handbook of Human Resource Management Practice. London: Kogan Page.</i> | | | | | 5 | | |
| <i>1.13. Quality monitoring methods that ensure the acquisition of exit knowledge, skills and competences</i> | | | | | | | |
| 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. | | | | | | | |

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.

