Study program: Environmental Protection / Industrial Engineering / Road Traffic / Modern Computer Technology / Communication Technology / Civil Engineering

Course: Personnel Management

Professor: PhD Staniša Dimitrijević

Status of course: elective

ECTS credits: 4

Pre-requisites: none

Aims of the course:
Preparing students to acquire necessary knowledge for understanding and directing staff in implementation of strategic goals of the company; learn methods and techniques that promote organizational effectiveness and employee motivation; develop the ability to effectively manage people at work; and develop a sense of ethics and a strong sense of social responsibility.

Learning outcomes:
Students will be able to apply the skills of human resources, learn how to treat people in organizations, introduce them to the process, motivate and reward them, as well as create favourable working atmosphere, nominate and elect the methods of attracting and selecting candidates, and solve practical problems in the field of human resource management.

Syllabus:

Theoretical part

The concept and importance of the study of human resource management in engineering, planning, recruitment and selection of staff, socialization, training and development of staff, performance appraisal and rewarding of staff, abilities and skills of engineering staff. Business ethics of engineering staff, continuous training and professional development of engineering staff, role of engineers in combating absenteeism of staff, health and safety of the personnel, legal and social protection of personnel.

Literature:

1. Fikreta Bahtijarević Siber, *Human Resource Management*, Golden marketing, Zagreb, Croatia, 1999.
2. Zivka Przulj, *Human Resource Management*, Belgrade, 2002.
3. Stanisa Dimitrijevic, *Managers occupation in transition*, VTŠ Niš, 1996.

Number of active classes			Other forms of teaching:
Lectures: 2	Practical classes: 0	Laboratory classes: 0	

Teaching methods:
Combined - interactive with solving issues from real life situations.

Grading system (maximum 100 points), **grading scale** from 5 to 10: below 51 points grade 5, grade 6 from 51-60 points, grade 7 from 61-70 points, grade 8 from 71-80 points, grade 9 from 81-90 points, grade 10 from 91-100 points.

Pre-commitments	**points**	**Final exam**	**points**
activity during lectures	10	written exam	-
colloquium(s)	50	oral exam	30
seminar paper(s)	10		
Sum	**70**	**Sum**	**50**