

Study program: Communication Technologies			
Course title: Personnel Management			
Professor/assistant: Stanisa Dimitrijevic, Ph. D			
Type of course: elective			
ECTS credits: 4			
Pre-requisites:			
Aims of the course: Preparing students to acquire necessary knowledge for understanding and directing staff in the 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 the organization, introduce them in the process, motivate and reward them, as well as create favorable working atmosphere, nominate and elect the methods of attracting and selecting candidates, and solve practical problems in the field of human resource management.			
Syllabus			
<i>Theoretical part</i> 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.			
<i>Practical part</i> – None			
Literature			
<ol style="list-style-type: none"> 1. Human Resource Management- Fikreta Bahtijarević Siber, Golden marketing, Zagreb, Croatia, 1999. 2. Human Resource Management”- Zivka Przulj, Belgrade, 2002. 3. Managers occupation in transition- Stanisa Dimitrijevic, VTS Nis, 1996. 			
Number of active classes			Other forms of teaching:
Lectures: 30	Practical classes:	Research work:	
Teaching methods			
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-exam obligations	points	Final exam	points
activity during theoretical lectures	10	written exam	-
practical training		oral exam	30
colloquium(s)/seminar papers	50+10		
Sum	70	Sum	30