

Add. 3		Course program for the first, second and third level (cycle) of studies			
1.	Course title	Human Resources Management			
2.	Code	202			
3.	Study group(s)	IIM			
4.	The organizer of the study program (unit, institute, department)	Faculty of Mechanical Engineering - Skopje, Ss. Cyril and Methodius University in Skopje			
5.	Level (first, second, third)	First			
6.	Academic year / semester	Summer	7.	ECTS credits	6
8.	Instructor	Prof. Radmil Polenakovik PhD			
9.	Prerequisites	None			
10.	Course objectives (competences): Competent for planning of the future employment needs; Human resources recruitment and selection; Introduction to workplace and training; Career management; Commitment evaluation and determination of rewarding systems; stimulation and motivation of employees.				
11.	Course content: Definition of human resources management, functions of human resources management, defining of the human resource development strategy, human resources planning, recruitment and selection, performance measurement systems, rewarding and motivation of employees, team work, etc.				
12.	Study methods: Interactive teaching, Laboratory and/or in-class exercises, individual and/or team work on projects, self-study.				
13.	Total hours	6 ECTS x 30 hours = 180 hours			
14.	Hours allocation per activity:	30 + 30 + 30 + 60 + 30 = 180 hours			
15.	Lectures/Lab	15.1.	Lectures	30 hours	
		15.2.	Lab (student work)	30 hours	
16.	Project Work/Assignments	16.1.	Project assignments	30 hours	
		16.2.	Individual assignments	60 hours	
		16.3.	Self-study	30 hours	
17.	Points/Marks:				
	17.1.	Tests	60 points		
	17.2.	Projects	30 points		
	17.3.	Attendance	10 points		
18.	Grading scale	Under 50		5 (five) (F)	
		51 - 60 points		6 (six) (E)	
		61 - 70 points		7 (seven) (D)	
		71 - 80 points		8 (eight) (C)	
		81 - 90 points		9 (nine) (B)	
91 - 100 points		10 (ten) (A)			
19.	Prerequisites for taking the final exam	Realized activities 17.2 and 17.3			
20.	Language of Instruction	Macedonian			
21.	Course evaluation	Student questionnaires and other forms of continuous evaluation			
22.	Textbooks				
	22.1.	Instruction materials			
		No.	Author	Title	Publisher
1.	Radmil Polenakovik	Development of Human	MFS	2006	

				Resources (teaching materials)		
		2.				
		3.				
	22.2.	Supplemental Instruction Materials				
		No.	Author	Title	Publisher	Year
		1.	R. Noe, J. Hollenbeck, B. Gerhart, P. Wright	Human Resources Management	McGraw - Hill/Irwin	2009
		2.	W. Mondy	Human Resources Management	Prentice Hall	2009