**Sokhumi State University**

**Syllabus**

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| ***Name of the course*** | **Human Resources Management**  |
| ***Status of the course*** | Master programme  **“Intercultural Communications”;** II semester, compulsory |
| ***ECTS*** | 6 ECTS, Total – 150 h., 3 h. a week (lectures – 30 h., group work – 15 h., midterm review – 2 h., final exam – 3 h.), total contact hours – 50 h., independent work – 100 h., that can be also divided into hours: searching different kind of information, article, book – 50 h., oral and written assignment – 25 h., preparation of midterm and final exam – 25 h. |
| ***Course identification/form*** | Lecture/Practical Course |
| ***Lecturer*** | Professor Ermile Meskhia, Telephone (mobile) +995 593325796;e-mail: ermile\_mesxia@mail.ru |
| ***Course Learning Objectives*** |  Specialists should know actual problems linked to the management of human resources. The course considers the processes and methods linked to the management of human resources, principles of working with staff and concrete methods in different circumstances and the ways of motivation. The course presents different aspects of strategy of working on human resources. The course describes the nature and dynamics of processes like the analysis and description of work, attracting and selecting the staff, trainings of the personnel, compensation and carrier management. |
| ***Course Content*** | ***See the attachment*** |
| ***Required and additional literature*** | * თანამედროვე ორგანიზაციის მართვა, თბ., 2009;
* თ. ხომერიკი, მენეჯმენტი, თბ., 2006;
* ვ. შუბითიძე, საზოგადოებასთან ურთიერთობა, თბ., 2008-2009;
* გ. ჯოლია, ბიზნეს-ეტიკეტი და მოლაპარაკების ხელოვნება, თბ., 2006;
* საშმსრულებლო ხელოვნების მენეჯმენტი. მარკეტინგი, პროექტების მართვა, თბ., 2010;
* დ. დავითულიანი, კულტურის ეკონომიკა, თბ., 2009;
* ბ. ლორდი, გ. დ. ლორდი, სამუზეუმო საქმის მენეჯმენტი, თბ., 2006;
* სამაგიდო წიგნი. დოკუმენტები და მასალები, თბ., 2004;
* საქართველოს შრომის კანონთა კოდექსი. www.parliament.ge;
* [www.hr.com.ge/ViewNews](http://www.hr.com.ge/ViewNews);
* www//study.spar.ge/hr.html
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| ***Course Outcomes*** | After the completion of the course * the specialist will acquire the knowledge in the management of human resources, which will help him/her to settle specific issues;
* the students will be able to build the accurate and practical knowledge of the human resource management;
* the future specialists will acquire practical skills, manage the conformity of the organization and the staff interests in the organization;
* with the knowledge and skills, acquired through the offered methodology, the students will be able to manage the human recourses in the organization.
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| ***Teaching and Learning Methods***  | The following methods are used:* explanation methods;
* case study
* demonstration method;
* analysis method;
* writing method;
* verbal method, discussion/debates.
* practical methods.
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| ***Grading system*** | Students are assessed in accordance with the grading system of maximum 100 points. The grading system covers the following competences:* **attendance - 0 - 10 points;**
* **midterm review - 0 - 20 points;**
* **midterm exam – 0 - 30 points;**
* **final exam - 0 - 40 points (**0-20 points - written test, 0-20 points – oral exam);
* **Total - 0-100 points.**

Grading system is of the following type:

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| **Points**  | **Assessement** |
| 91-100 | ( A ) excellent |
| 81-90 | ( B ) very good |
| 71-80 | ( C ) good |
| 61-70 | ( D ) satisfactory |
| 51-60 | ( E ) passing |
| **41-50** |  **(FX)** failed; student has to work harder to has the right to retake the final exam once |
| **0-40** |  **(F)** failed; the work done by the student is not sufficient, course has to be retaken. |

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***Attachment***

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| **№** | **Lectures**  |
| I-II week | **Lecture – 4 h.**The notion, objectives, aims, systems and technologies of human resources management **Group work – 2 h.** |
| III week | **Lecture – 2 h.**Strategy and policy of human resources management;**Group work – 1 h.** |
| IV–V week | **Lecture – 4 h.**Planning of human resources; **Group work – 2 h.** |
| VI week | **Lecture – 2 h.**To attract the personnel; Methods and criteria of selection;**Group work – 1 h.** |
| VII- VIII week | **Lecture – 4 h.**Functions and tasks for the human resources manager; **Group work – 2 h.** |
| IX week | **Lecture – 2 h.**Job analysis and job description; **Group work – 1 h.** |
| X week | **Lecture – 2 h.**Compensation for the personnel and career management; **Group work – 1 h.** |
| XI week | **Lecture – 2 h.**Conflicts and conflict management; **Group work – 1 h.** |
| XII week | **Midterm exam -2 h.** |
| XIII week | **Lecture – 2 h.**Development of the personnel qualification and trainings **Group work – 1 h.** |
| XIV week  | **Lecture – 2 h.**Legislation in human resources management**Group work – 1 h.** |
| XV week  | **Lecture – 2 h.**International experience of HRM. Cooperation with employees in western Europe. The policy of the personnel management in the countries of the European Union.**Group work – 1 h.** |
| XVI week | **Lecture – 2 h.**Strategy and policy of human resources management;**Group work – 1 h.** |
| XVIIweek | **Midterm review – 2 h.** |
| XVIII-XXweek | **Final exam and re-examination** (if necessary) |