



FH Salzburg

Course Syllabus

Study programm	Business Management
Course code	BWIB5PCAIL
Course title	Human Resource Controlling & Administration
Term / year of study when the course is delivered	Fall/Winter Term
Cycle	1st cycle
ECTS credits / contact hours	2 / 28
Teaching units (hours/week - SWS)	2
Course type	ILV (Interactive lecture)
Prerequisites	<ul style="list-style-type: none">• B2 level in English,• Basic concepts of Recruitment & Selection, HR-Development, Compensation & Benefits;• Prereadings: Torrington, D., Hall, L., Taylor, S. (2017): Human Resource Management. 10th ed. Harlow: Pearson, chapter 8, 9, 18, 19, 25, 26.
Language of instruction	English
Course content	<ul style="list-style-type: none">• HR Administration• Comprehension, application and interpretation of the instruments of (strategic) HR• HR Controlling• HR KPIs• HR costs and budget• HRIS personnel information systems
Learning outcomes	In this course, students learn to

Technology
Health
Media

	<ul style="list-style-type: none"> • Understand basic elements of HR administration • Comprehend, apply and interpret the instruments of (strategic) HR controlling • Apply HR KPIs • Examine HR costs and budget • Explain basics of HR information systems 															
Learning methods	The course is based on theoretical input with discussions, exercises, partner and/or group work, cases..															
Assessment methods & criteria	<ul style="list-style-type: none"> • In-class participation • Written Exam/ Term Paper/ Group Project • Presentation 															
Grading Scale	<table> <tr> <td>1</td> <td>Excellent</td> <td>100 - 93%</td> </tr> <tr> <td>2</td> <td>Good</td> <td>83 - 92%</td> </tr> <tr> <td>3</td> <td>Good average</td> <td>70 - 82%</td> </tr> <tr> <td>4</td> <td>Below average</td> <td>50 - 69%</td> </tr> <tr> <td>5</td> <td>Insufficient</td> <td>< 50%</td> </tr> </table>	1	Excellent	100 - 93%	2	Good	83 - 92%	3	Good average	70 - 82%	4	Below average	50 - 69%	5	Insufficient	< 50%
1	Excellent	100 - 93%														
2	Good	83 - 92%														
3	Good average	70 - 82%														
4	Below average	50 - 69%														
5	Insufficient	< 50%														
Recommended resources	<ul style="list-style-type: none"> • Armstrong M. (2017): Armstrong's Handbook of Human Resource Management Practice. London, Philadelphia, Daryaganj: Kogan Page Ltd. • Fitzenz J., Davison B. (2002): How to measure Human Resources Management. New York: Mc Graw-Hill. • Redman T., Wilkinson A. (2016): Contemporary Human Resource Management. Text and Cases. Essex: Pearso 															
Attendance	75%															

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