



APPLIES TO ACADEMIC YEAR 2013/2014

ELE 3714 Human Resource Management

Programme

Elective

Responsible for the course

Cathrine Filstad

Department

Department of Leadership and Organizational Behaviour

Term

According to study plan

ECTS Credits

7,5

Language of instruction

Norwegian

Introduction

"Our employees are our greatest asset" is a statement often encountered. What does it mean, and how is it organised to ensure visibility in the organisation? The course will provide an overview of HR management and HR roles and responsibilities in today's workplace. This includes all levels of management. Criteria for the good working environment, personnel, recruitment policies, motivation, knowledge goals, learning, attitudes, and training will be key topics of the course. The course also includes laws, agreements, social conditions and labour law.

Learning outcome

Acquired Knowledge

After completed course student shall:

- Have acquired an overview of important principles and tasks of modern personnel management
- Have been knowledgeable on various management tools in personnel management
- Have knowledge of relevant laws, agreements and social conditions that affect the management of staff.

Acquired Skills

After the course students shall:

- Be more aware of their own behavior as personnel manager
- Be able to use tools that are reviewed in the course of the exercise of personnel management

Reflection

- See the value in being able to develop itself as a leader
- See the potential in utilizing the forces and development opportunities for the individual employee and the organization as a whole.

Prerequisites

ORG 3402 or equivalent or work experience.

Compulsory reading

Books:

Einarsen, Ståle og Anders Skogstad, red. 2011. Det gode arbeidsmiljø : krav og utfordringer. 2. utg.

Fagbokforlaget. Kapittel 6,9,10,11,12,14,16,17

Kuvaas, Bård og Anders Dysvik. 2012. Lønnsomhet gjennom menneskelige ressurser : evidensbasert HRM. 2. utg. Fagbokforlaget

Storeng, Nils H., Tom Henrik Beck og Arve Due Lund. 2012. Arbeidsrett. 8. utg. Cappelen Damm akademisk

Other:

Bokkapitler fra følgende bøker: Publisert på It's Learning.

Frode Nyeng. 2002. Etikk og økonomi - en innføring. Abstrakt Forlag

- Kapittel 22: Næringslivsetikk - ettertankens kontra følsomhetens etikk, 299-308.

Grimso, R.E. 2005. Personaladministrasjon. Teori og praksis. 4.utg. Gyldendal

- Personaladministrasjon - fortid og fremtid (ss 30-39).

- Organisasjon, administrasjon og personaladministrasjon (ss17-27)

Recommended reading

Course outline

- Principles and practice in modern human resource management
- Development of the human resource function
- Human resource policy
- Learning, competence and career development
- Compensation, salary and rewards
- Work environment, health and safety
- Appraisal interviews
- Recruitment and selection
- Social benefits
- Ethics, labour law and human resource management

Computer-based tools

Computer-based tools will not be used in this course.

Learning process and workload

The course duration is 45 hours of teaching including classroom teaching, case and group assignment work and classroom discussions.

Students work requirements/use of time:

| Activity | Time |
|--|------------|
| Participation in lectures | 36 |
| Casework in groups and discussions i class | 9 |
| Preparations for lectures | 45 |
| Studying and colloqium work | 105 |
| Exam | 5 |
| Suggested time in course | 200 |

Use of hours

Examination

A five-hour individual written examination completes the course.

Examination code(s)

ELE 37141, 5-hour written exam which accounts for 100% of the grade in ELE 3714, 7,5 credits.

Examination support materials

Only support material allowed for examination is:

Storeng, N.H. and Beck, T.H. and Due Lund, A. 2012. Labour. 8. Ed. Cappelen Academic Press. (Alternatively, the 7th edition from 2009 is allowed).

Be aware of regulations regarding references, and notes in the text. Follow the link to @ BI - https://at.bi.no/EN/Pages/Exa_Henvisninger-og-notater.aspx.

Re-sit examination

A re-sit is held in connection with the next scheduled exam in the course.

Additional information