Oakland University

Course Syllabus

HRD 3700: Technology Applications in HRD

Winter 2018

Instructor: Patrick G. Callaghan, Ph.D.
Oakland University
School of Education and Human Services
Human Resource Development Department
pcallagh@oakland.edu
Ph: 248.875.6009

Date/Time: Online (There are no "in-classroom" requirements for this class)

Office Hours: Send me an email to schedule an appointment

Course Description / Approach

This course examines concepts, strategies, and applications of technology as they apply to organizational Human Resources. Great emphasis will be placed on Human Resource Information Systems (HRIS). Students explore tasks such as job analysis, needs analysis, and hands-on experience with HRIS. HR technological concepts, methodologies, and tools presented in this course will provide the familiarity and confidence needed for the effective application of technology in strategic and tactical roles in human resource development.

Prerequisites

HRD 3100. Student must meet prerequisites or have permission of instructor.

Course Objectives

Upon successful completion of this course, students will:

- Conduct a HRIS needs analysis.
- Conduct a job analysis.
- Create sound performance measurements to job tasks, abilities, knowledge, and skills.
- Compare leading professional HRIS.
- Install, administer, and maintain a HRIS

Required Text

Kavanagh, M.J. & Johnson, J.D. (2018) *Human Resource Information Systems.* Thousand Oaks, California: Sage (Fourth Edition) – ISBN # - 978-1-5063-5145-2

Class Guidelines / Policies

- All of the class sessions will be held on-line. The on-line dates will be clearly outlined in the syllabus and on Moodle. During on-line sessions, the session duration will be from Mondays – Sundays. Attendance will be determined by completion of on-line quizzes.
- Readings are necessary for the successful completion of projects, and therefore must be completed *prior* to participating in on-line presentations. Instructor discussions will not duplicate the readings, but will complement the text. The course quizzes will be based on the required readings.
- Students will use Moodle throughout the course and it will be the primary tool to organize and disseminate course materials and communications.
- Attendance is required. You may miss one class (On-Line) without penalty, however, each additional missed class will result in 40 points being deducted from the grade. If a class is missed on an assignment due date, the assignment is still due. For any missed session, the student is responsible for the content covered in that class. If OU should be closed due to inclement weather, it is the student's responsibility to check for instructions on assignments and course work.
- Oakland University does not tolerate academic dishonesty in the form of plagiarism or cheating. Students will be held accountable for any form of academic misconduct under the terms found within the Oakland University Student Handbook found at http://www2.oakland.edu/deanofstudents/handbook/code.cfm.

Course Schedule

Meeting Date	Topics	Readings Due	Assignments Due
Session #1 January 8-14 **ON-LINE**	• A Brief History and Overview of Technology in HR	Chapter 1	• Quiz (Due January 14)
Session #2 January 15-21 **ON-LINE**	• Database Concepts and Applications in HRIS	Chapter 2	• Quiz (Due January 21)
Session #3 January 22-28 **ON-LINE**	• Systems Considerations in the Design of HRIS • The Systems Development Life cycle and HRIS Needs Analysis	Chapter 3 & 4	• Quiz (Due January 28)
Session #4 January 29-Feb. 4 **ON-LINE**	• System Design and Acquisition • Change Management and System Implementation	Chapter 5 & 6	• Quiz (Due February 4)
Session #5 February 5-11 **ON-LINE**	• Cost Justifying HRIS Investments • HR Administration and HRIS	Chapter 7 & 8	• Quiz • HRIS Needs Analysis Assignment (Both assignments are due February 11)
Session #6 February 12-18 **ON-LINE**	• Talent Management	Chapter 9	• Quiz (Due February 18)
February 19-25	• Mid-Winter Break		• Enjoy Your Time Off
Session #7 February 26-March 4 **ON-LINE**	• Recruitment and Selection in an Internet Context	Chapter 10	• Quiz (Due March 4)
Session #8 March 5-11 **ON-LINE**	• Training and Development: Issues and HRIS Applications • Performance Management, Compensation, Benefits, Payroll, and HRIS	Chapter 11 & 12	• Diversicorp Job Analysis Assignment • Quiz (Both assignments are due March 11)
Session #9 March 12-18 **ON-LINE**	• HRIS and International HRM	Chapter 13	• Quiz (Due March 18)
Session #10 March 19-25 **ON-LINE**	• HR Metrics and Workforce Analytics	Chapter 14	• Quiz (Due March 25)
Session #11 March 26-April 1 **ON-LINE**	• HRIS Privacy and Security	Chapter 15	• Quiz (Due April 1)
Session #12 April 2-8 **ON-LINE**	• HRIS and Social Media	Chapter 16	• Quiz (Due April 8) • HRIS Practicum Due April 17
Session #13 April 9-15 **ON-LINE**	• The Future of HRIS: Emerging Trends in HRM and IT	Chapter 17	• No Quiz (but this chapter will be on the Final) • SPTLE Evaluations • Instructor Evaluations
Session #14 April 17 **ON-LINE**	• Final Exam Taken	Final Exam to be taken online on Monday, April 23 at 7:00 PM!	• Final Diversicorp HRIS Practicum Assignment • Final Exam - 7:00 PM (Everyone Takes Final online at the same date and time)

Evaluation and Due Dates

This course is designed to allow students with various abilities and experience to excel in multiple parts of the class:

- There are twelve (12) short Chapter Quizzes, each consisting of multiple-choice questions. I will only count your 10 highest grades.
- There are three (3) individual assignments: 1) Diversicorp HRIS Needs Analysis, 2) Diversicorp Job Analysis, and 3) Diversicorp HRIS Practicum.
- There is also a comprehensive Final Exam at the end of the class.
- Attendance on-line is a significant component of each student's grade (missing class will result in points being deducted from the participation component of student's grade).

The class is based on 650 points. Following is the grade point distribution in this class and the due dates for each assignment:

Points	Grade		Points	Grade		Assignment	Points		Assignment
642-650	4.0					Quizzes (10 quizzes at 15 points each)	150		Quizzes
635-641	3.9		485-499	2.9		Diversicorp Needs Analysis	100		Needs Analysis Assignment
620-634	3.8		470-484	2.8		Diversicorp Job Analysis	50		Job Analysis Assignment
605-619	3.7		455-469	2.7		Diversicorp HRIS Practicum	250		Practicum Assignment
590-604	3.6		440-454	2.6		Final Exam	100		
575-589	3.5		425-439	2.5		Total	650		
560-574	3.4		410-424	2.4					
545-559	3.3		395-409	2.3					
530-544	3.2		380-394	2.2					
515-529	3.1		365-379	2.1					
500-514	3.0		350-364	2.0					

Definition of grades

The following definitions will be used to determine what constitutes a given grade:

A=demonstrates superior understanding of course material and execution of assignments are performed with superb quality.
B=demonstrates above average understanding of course material and execution of assignments are performed with above average quality.
C=demonstrates adequate understanding of course material and execution of assignments are performed with average or reasonable quality.
D=demonstrates inadequate understanding of course material and execution of assignments are performed with below average quality.

Additional Guidelines:
- Strive for accuracy, clarity, and professionalism in all verbal and written communications.
- Papers and projects will be evaluated on composition as well as content. Assignment scores may be reduced by as much as 30% for violation of composition standards, including fragmentary sentences, comma use, sentence structure, appropriate word choice and spelling.
- For scholarly work, papers must adhere to APA (American Psychological Association) guidelines per APA Publication Manual, 6th edition. The HRIS Comparison Assignment paper should follow APA 6th. All professional assignments must meet professional standards and include a reference page, where applicable.
- Late assignments will not be accepted unless the student has discussed the situation with the instructor *prior* to the due date and an extension is granted. Extensions will be limited to extenuating circumstances and late submissions may be subject to a penalty of 10% for each day an assignment is late.
- Graded papers should be returned to students during each subsequent class session. Papers submitted the last week of class will not be returned.
- No points will be awarded for assignments submitted after the course end date.

Assignments

Diversicorp Needs Analysis (100 Points)

The purpose of this assignment is to provide experience in conducting an organizational needs assessment towards consideration of implementing a corporate HRIS. Diversicorp is considering implementing a HRIS, and it will be your job to conduct a needs analysis to help determine the current state and the effect a HRIS will have on the company. Details will be available on Moodle.

Diversicorp Job Analysis (50 Points)

The purpose of this assignment is to provide experience in conducting a job analysis for the creation of a job description. Diversicorp has decided to implement a HRIS and is adding a new position. Details will be available on Moodle.

HRIS Practicum Assignment (250 Points)

The purpose of this assignment is to provide a hands-on experience in the implementation and administration of a corporate HRIS. Students will be assigned to download an open-source HRIS (OrangeHRM) to their PCs (Macs will most likely not work). Students will function as the Administrator of the HRIS for the Diversicorp Products Company and will have a set of tasks to accomplish on the HRIS that will work in parallel with the other Diversicorp projects for this course. More details will be delivered during the semester on Moodle.

Final Exam (100 Points)

This is a comprehensive exam that will cover all of the material in the class.

Weekly Quizzes (150 Points)

During selected weeks of class you are required to take a quiz worth 15 points on selected chapters. There are going to be twelve (12) quizzes for this class but you get to drop your two lowest scores so the total number of points for the quizzes in this class collectively is 150.