

Oakland University

Course Syllabus

HRD 3700: Human Resource Information Systems (HRIS)

Winter 2018

Instructor: Eric Nalian
Special Lecturer
enalian@oakland.edu

Date/Time: On-Line

Office Hours: By appointment only

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.
- Compare leading professional HRIS.
- Install, administer, and maintain a HRIS.

Required Text

Kavanagh, M.J. & Thite, M. (2018) *Human Resource Information Systems*. Thousand Oaks, California: Sage (**4th Edition**)

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 Thursdays – Wednesdays (which equates to the Thursday class). Attendance will be determined by completion of on-line quizzes for the respective sessions.
- 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 compliment 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.
- 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
<u>Session #1</u> January 04, 2018 ON-LINE	<ul style="list-style-type: none"> • Course Overview • Form Groups 		<ul style="list-style-type: none"> • Group Formation
<u>Session #2</u> January 11, 2018 ON-LINE	<ul style="list-style-type: none"> • HR Management 	Chapter 1	<ul style="list-style-type: none"> • Quiz
<u>Session #3</u> January 18, 2018 ON-LINE	<ul style="list-style-type: none"> • HRIS 	Chapter 2	<ul style="list-style-type: none"> • Quiz
<u>Session #4</u> January 25, 2018 ON-LINE	<ul style="list-style-type: none"> • HRIS Design • HRIS Needs Analysis 	Chapter 3 & 4	<ul style="list-style-type: none"> • Quiz
<u>Session #5</u> February 01, 2018 ON-LINE	<ul style="list-style-type: none"> • HRIS Design, Acquisition, and Cost Analysis 	Chapter 5 & 6	<ul style="list-style-type: none"> • (Group) Diversicorp HRIS Needs Analysis • Quiz
<u>Session #6</u> February 08, 2018 On-Line	<ul style="list-style-type: none"> • Project Management • Change Management 	Chapter 7 & 8	<ul style="list-style-type: none"> • Quiz
<u>Session #7</u> February 15, 2018 ON-LINE	<ul style="list-style-type: none"> • Group HRIS Comparison presentations • HR Administration 	Chapter 9	<ul style="list-style-type: none"> • (Group) HRIS Comparison Assignment • Team Member Evaluations • Quiz
<u>Session #8</u> March 01, 2018 ON-LINE	<ul style="list-style-type: none"> • Job Analysis 	Chapter 10	<ul style="list-style-type: none"> • Quiz
<u>Session #9</u> March 08, 2018 ON-LINE	<ul style="list-style-type: none"> • Recruitment 	Chapter 11	<ul style="list-style-type: none"> • Diversicorp Job Analysis • Mid-Course Evaluation • Quiz
<u>Session #10</u> March 15, 2018 ON-LINE	<ul style="list-style-type: none"> • Training 	Chapter 12	<ul style="list-style-type: none"> • Quiz
<u>Session #11</u> March 22, 2018 ON-LINE	<ul style="list-style-type: none"> • Performance Management 	Chapter 13	<ul style="list-style-type: none"> • Quiz
<u>Session #12</u> March 29, 2018 ON-LINE	<ul style="list-style-type: none"> • International HRM 	Chapter 14	<ul style="list-style-type: none"> • Quiz
<u>Session #13</u> April 05, 2018 ON-LINE	<ul style="list-style-type: none"> • Special Topics in HRIS 	Chapter 15	<ul style="list-style-type: none"> • Quiz
<u>Session #14</u> April 12, 2018 ON-LINE	<ul style="list-style-type: none"> • Complete HRIS Practicum • Prepare for Final 		<ul style="list-style-type: none"> • SPTLE Evaluations • Instructor Evaluations
<u>Session #15</u> April 19, 2018 ON-LINE	<ul style="list-style-type: none"> • Final 		<ul style="list-style-type: none"> • Final Diversicorp HRIS Practicum submitted • Final Exam

Evaluation and Due Dates

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

- 1) There are twelve short Chapter quizzes, each consisting of multiple-choice questions. Ten of the twelve quizzes will be counted towards the final grade.
- 2) There are four individual assignments: 1) Diversicorp HRIS Needs Analysis, 2) Diversicorp Job Analysis, 3) Diversicorp Performance Management, and 4) Diversicorp HRIS Practicum.
- 3) There is one group project: 1) HRIS Comparison assignment.
- 4) Attendance, both in-class and 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 700 points. Following is the grade point distribution in this class and the due dates for each assignment:

Points	Grade	Points	Grade	Assignment	Points	Assignment	Due Date
742-750	4.0			Quizzes (1-10, 15 pts each)	150	Quizzes	Weekly
735-741	3.9	585-599	2.9	Diversicorp Needs Analysis	100	Diversicorp Needs Analysis	02/01/2018 11:55 PM
720-734	3.8	570-584	2.8	HRIS Comparison	100	HRIS Comparison	02/15/2018 11:55 PM
705-719	3.7	555-569	2.7	Diversicorp HRIS	250	Diversicorp Job Analysis	03/08/2018 11:55 PM
690-704	3.6	540-554	2.6	Final Exam	<u>100</u>	Diversicorp HRIS Practicum	04/19/2018 11:55 PM
675-689	3.5	525-539	2.5	Total	700	Final Exam	04/25/2018 11:55 PM
660-674	3.4	510-524	2.4				
645-659	3.3	495-509	2.3				
630-644	3.2	480-494	2.2				
615-629	3.1	465-479	2.1				
600-614	3.0	450-464	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

Group Project - Diversicorp Needs Analysis:

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.

Group Project - HRIS Comparison Presentation (100 Points):

On the date the HRIS Comparison Presentations occur (see *Course Schedule* table above), the student(s) will provide a written summary (final paper posted to Moodle) that includes (100 pts):

- A cover page that includes the following information:
 - Assignment Title
 - Student Names
 - Course Code and Course Name
 - Instructor Name
 - Date Submitted
- An Overview of the HRIS system (15 pts)
- A Detailed Review and Explanation of key capabilities, organizational benefits of use, modules, customizability, and/or competitive differentiators of the HRIS system (25 pts)
- References (10 pts)

Points will be awarded based on the extent to which the student(s) meets each of these requirements in their written summary. Individual student scores may vary based on individual contribution.

Diversicorp Job Analysis:

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 pts):

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 a unique url with Administrative privileges for an OrangeHRM HRIS. 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.