



School of Business and Information Technology

Business & Business Administration Department

Course Outline – Spring 2013

Course Code: HRM 3703

Course Title: Human Resources Research and
Information Systems

Prepared By: Rebecca Mitchell

Date: August 2012

Revised By: Rebecca Mitchell

Date: December 2012

Approved By: [D. Church, Dean]

Prerequisite: HRM 1903 or MAN 1103

Corequisite: None

Prerequisite for: None

1. Course Description

This subject involves the study of research techniques as they pertain to the measurement and conditioning of workforce behaviour. The subject provides knowledge related to the introduction of electronic HR information systems (HRIS) into an organization by discovering project management, planning and implementation models. The value of HRIS to effective HR research activities will be explored by looking at actual practices of HR professionals.

2. General Education and Essential Employability Skills

This course provides the following provincial Essential Employability Skills:

- #1: Communication
- #2: Numeracy
- #3: Critical Thinking and Problem Solving
- #4: Information Management
- #5: Interpersonal
- #6: Personal

Is this course approved as a General Education course?

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No

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Yes

Students should refer to their program's restricted General Education courses for final determination.

3. Learning Outcomes

Upon successful completion of this course, the learner will be able to:

1. Describe fundamental applications of HRIS to the management of human resources, applying knowledge of HRIS system development, acquisition and software to assigned human resources management tasks.
2. Identify the principles, tools and techniques of project management in a human resources context.
3. Demonstrate a command of the fundamentals of word processing, spreadsheet, presentation graphics, project management and database management software by independently creating and editing documents.
4. Identify the techniques involved in researching, analysing, and interpreting data relating to human resource activities.

4. Course Objectives

(The number in brackets at the end of each objective refers to the learning outcome from section 3.)

		<i>Learning Outcome Reference Number</i>
Unit 1	<i>Human Resources Information Systems</i>	
1.1	Provide a historical overview of HRIS and discuss the need for an HRIS in today's organizations.	[1]
1.2	Identify business needs and objectives for information management.	[1]
1.3	Describe the components of an HRIS.	[1]
1.4	Discuss HRIS applications as they relate to core HR functions in HR Planning and Development, Staffing, Training and Development, Compensation and Payroll, Benefits and Pension Programs, Occupational Health and Safety.	[1]
1.5	Justify the cost of an HRIS (upgrade or new implementation) through Return on Investment and Business Case development	[1, 2, 3]
1.6	Perform a Needs Analysis for a core or enhanced aspect of an HRIS	[1, 3]
1.7	Define a project and describe the project management process	[2]
1.8	Describe the major activities and deliverables of the Project Management life cycle	[2]
1.9	Describe how to select and prioritize projects based upon strategic planning principles	[2]
1.10	Distinguish the different roles on a project team, and list important attributes in selection for each role	[2]
1.11	Explain a project charter, listing the elements and why they are important	[2]
1.12	Assist in the identification and comparison of HRIS vendors and products	[1, 3]

1.13	Discuss current and future trends and directions in HRIS applications and describe the implications of organizational change in relation to HRIS.	[1]
Unit 2	<i>Human Resources Project Management</i>	
2.1	Discuss the importance of technical issues when considering the design and development of an HRIS.	[1]
2.2	Explain the importance and methods to ensure data security and identify governance issues with various stakeholders.	[1, 2]
2.3	Contribute to the assessment of Human Resources information technology requirements and collaborate with information technology professionals in adapting the technology to meet specific requirements of the function and organization.	[1, 2]
2.4	Develop a project communications plan for an HRIS project	[1, 2, 3]
2.5	Identify issues of project scope and their importance to successful project management	[2]
2.6	Apply the basic principles of general project management including the creation of work breakdown structures, preparing budgets, controlling resources, and project termination.	[2, 3]
2.7	Manage a project as it relates to HRIS system development, acquisition and software to assigned human resources management tasks.	[1, 2, 3]
Unit 3	<i>Human Resources Research Techniques</i>	
3.1	Discuss the research process and define the significant role research plays as it applies to HR Management and HRIS.	[4]
3.2	Explain the importance of research design	[4]
3.3	Explain the methodology used in Experiments, Surveys, Qualitative Research and Existing Research and Meta-Analysis.	[4]
3.4	Define research measures and describe the four types of measurement scales.	[4]
3.5	Discuss basic statistical evaluation terminology and techniques.	[3, 4]
3.6	Locate information and resources needed for research.	[4]
3.7	Select appropriate research methodology for problem to	[4]

be investigated.

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| 3.8 | Develop, implement, administer and evaluate surveys (e.g., opinion, climate, salary) | [3, 4] |
| 3.9 | Collect, record, read, analyze, and report relevant human resources information and apply basic statistical methodology to human resources data. | [3, 4] |
| 3.10 | Describe how the following are applied in HRIS: Performance Appraisal, Evaluation of Training Programs, Employee Surveys, Analysis of absence and turnover statistics, assessment of the predictive validity of selection procedures. | [1, 4] |
| 3.11 | Benchmark human resources best practices. | [4] |

5. Resources and Supplies

a. Required

Kloppenborg, Timothy J. Contemporary Project Management, 2nd Ed. South-Western Cengage Learning, 2012.

b. Supplemental

Rampton, Glenn M., Turnbull, Ian J. and Doran, J. Allen. HR Manager's Guide to Human Resources Management Systems: A Practical Approach. 3rd Ed., Toronto, Ontario: Thomson Canada Ltd., 2007.

Saks, Alan M., Schmitt, Neal W., and Klimoski, Richard J., Research, Measurement and Evaluation of Human Resources Toronto, Ontario: Nelson Education Ltd., 2009.

6. Methodology

This course consists of lectures, discussions, case studies, in-class exercises, group work, and readings.

7. Student Evaluation

The passing grade for this course is D.

The following elements will determine the student's final grade:

Test #1	25%
Test #2	20%
Final Exam	20%
Major Project	25%
Individual Assignment(s)	10%
Total	100%

Tests must be written at the designated time. Extenuating circumstances such as illness, which may prevent a learner from writing a test, will be dealt with on an individual basis. If a learner cannot write a test at the designated time, s/he should speak to the teacher or leave a message at the earliest possible opportunity. If a test is missed and there are no extenuating circumstances or there is unreasonable delay in contacting the teacher, the score for the test will be zero.

The round off mathematical principle will be used. Percentages are converted to letter grades and grade points as follows:

Mark (%)	Grade	Grade Point	Mark	Grade	Grade Point
86-100	A	4.0	67-69	C+	2.3
80-85	A-	3.7	63-66	C	2.0
77-79	B+	3.3	60-62	C-	1.7
73-76	B	3.0	50-59	D	1.0
70-72	B-	2.7	0-49	F	0.0

8. Related Items

Students with Disabilities

If you are a student with a disability please identify your needs to the professor and/or the Accessibility Centre so that support services can be arranged for you. You can do this by making an appointment at the SSD, Room L103 ext.3427 or by arranging a personal interview with the professor to discuss your needs.

Student Rights and Responsibility Policy

Acceptable behaviour in class is established by the instructor and is expected by all students. Any form of harassment or violence will not be tolerated. Action will be taken as outlined in Lambton College policy.

Cheating and plagiarism are serious academic offences subject to disciplinary action. It is the student's responsibility to be aware of the cheating policy as described in the Lambton College Student Rights and Responsibilities policy. For further information on all of these policies, links may be found on the Lambton College website.

Prior Learning Assessment Statement

This course is eligible for Prior Learning Assessment

☒ **Yes** ☐ **No**

If yes has been selected, you may choose to contact the Counselling Department for advice on Prior Learning Assessment.

Date of Withdrawal without Academic Penalty

Please consult the Academic Regulations and Registrar's published dates.

Waiver of Responsibility

Every attempt has been made to ensure the accuracy of this information as of the date of publication. The content may be modified, without notice, as deemed appropriate by the College.

Note: It is the student's responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.