

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Spring 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: HRPO 2305 – Human Resources Information Systems

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course is an introduction to the pre-packaged Human Resource Information Systems (HRIS) programs available. It identifies issues involved in creating, implementing, and maintaining human resources systems and the benefits of human resources systems. Key models such as staffing, employee development, position management, total compensation, outsourcing options, and professional development are examined.

II. Pre-requisites, co-requisites and other requirements:

HRPO 2301

III. Text and/or Other Requirements:

HR Management Systems: Strategies, Tactics & Techniques (Jossey-Bass Bus. & Mgt Series); Ceriello/Freeman - Jossey-Bass Wiley Publisher

IV: Methods of Instruction:

- a. Lecture
- b. Audio-Visual Presentations
- c. Group discussions

V: Course Content:

The course describes the necessary elements of an HRIS, retrieval of basic human resources reports from a standard HRIS will be explained, and students will demonstrate how to input data into an HRIS.

VI: Learning Outcomes:

Learning Outcome 1: The student will be able to describe how human resources business functions link to human resources management systems.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Explain how computerizing the Human Resources function managers

can take advantage of HRIS in order to make key decisions.

2. Through examination the student will be able to explain why HRIS can be instrumental in making decisions on forecasting, compensation planning, management and career development, affirmative action programs, productivity measurement, and turnover analysis.

Learning Outcome 2: The student will be able to develop human resources business functions with an HRIS, including entering and maintaining employee data.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Demonstrate mastery of HRIS by entering information as it relates to employees into a database to include recruitment information, employee compensation & benefits, employee activities, performance appraisals, time and attendance and other information required by management in an organization.
2. Compile a report that demonstrates record keeping on employees to include personal employee information, wages & salaries, review dates, benefits, education and training, attendance, and performance appraisals.

Learning Outcome 3: The student will be able to discuss the benefits and deduction elements; navigate within a HRIS application; and explain the integration of HRIS applications and other available products.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Explain how an HRMS enhances productivity by increasing the quality of the workforce, ease of regulatory compliance, and controlling expenses.
2. Explain some of the drawbacks to HRIS such as system solving the wrong problem, starting too big, and poor communication between HR and IS.
3. Through a written report explain the typical HRMS data flow.
4. Demonstrate through navigation how and HRMS tracks people, jobs, and positions.

SCANS:

The following SCANS skills are included in the instruction of this course:

C-8 uses computers to process information;

C-7 interprets and communicates information;

C-15 understands systems;

C-18 selects technology;

- C-19 applies technology to task;
- F-1 reading;
- F-2 writing;
- F-3 arithmetic;
- F-7 creative thinking;
- F-8 decision making;
- F-10 seeing thing in the mind's eye;
- F-13 responsibility;
- F-16 self-management;
- F-17 integrity/honesty

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded "F". Postponed examination result in a grade of "I". The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F". (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

Grading Scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

VIII: College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. “Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus.”
College Academic Council – April, 1998
- C. ADA Statement: “As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347”
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the “Student Code of Conduct”: in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of “W.” Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)

- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.
www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.