**School of Business and Economics**

Course Title: Human Recourse Information System

Course Code: IS-665

Program: BBIS

Resource Person:

Department: Information system

**SBE Vision**

SBE envisions its success in the sustainable contribution that it will make to the industry, academia and research in public and private sector. SBE will lead by providing professionally competent and ethically conscious human resources engaged in the global and local context to foster socio-economic growth and sustainability for the society. SBE envisages having faculty with high research potential and a deep desire for cutting edge research including collaboration with national and international partners.

**SBE Mission**

Being a research-oriented and student-centric business school, we emphasize research publications in impact journals as well as state-of -the-art learning methodologies.  We will prepare our students to become the future ethical business leaders and the guiding post for the society, while equipping them with the knowledge and skills required by world-class professionals.  We will be the leading choice for organizations seeking highly talented human resource. SBE will foster internationalization with key stakeholders and actively work to exchange best practices with business schools across Pakistan through collaborations, workshops, conferences and other means.

**Program Objectives**

BBIS aims provide students clout on best use of Information Systems for cutting the cost, time and resources in order to amplify the revenue by restructuring the business processes and by engaging conceptual, analytical and managerial competencies transformed by outcome based learning experience.

**Course Objectives**

Today, technology is the new vehicle to bring information about people to use in the business. Managers and employees can now access the information and make decision based on them. Many businesses have tried to manage their information efficiency. They see the information as a key resource and view the role of information technology essentially.

Furthermore, one of the biggest challenges is to manage employees to utilize the technology since we are in the information age. The staff needs to increase their productivity, reduce cost, produce better products/service, provides customer satisfaction, increase business competitiveness, and growing business. In order to do so, the organization needs to utilize technology. Therefore, the course is offered to provide general concept and guidelines to understand the HRIS planning, development, implementation, and maintenance.

**Learning Objectives**

This unit of study aims to investigate factors associated with the analysis, design and implementation of Human Resource Information Systems (HRIS's). The unit of study covers issues in needs analysis, user requirements, system selection and practical use of HRIS software that students are likely to encounter in a typical business organization. It also includes a study of the change management issues associated with HRIS implementation and the development of HRIS's for strategic purposes.

**Learning Outcomes**

On successful completion of this unit, students will be able to:

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. | Critically evaluate the administrative and strategic value of an HRIS and Web-based HR; |  |
|  | 2. | Develop reflective arguments on integration and change management issues relating to the implementation of HRIS's and their subsequent level of use; and |  |
|  | 3. | Demonstrate and critique skill sets necessary to develop HRM processes in SAP-HCM. |  |

**Teaching Methodology (List methodologies used –example are given below)**

Interactive Classes

Case based teaching

Class activities

Applied Projects

Experiential Learning

**STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK**

**Class Policy:-**

* Be On Time

You need to be at class at the assigned time. After 10 minutes past the assigned time, you will be marked absent.

* Mobile Policy

**TURN OFF YOUR MOBILE PHONE!** It is unprofessional to be texting or otherwise.

* Email Policy

**READ YOUR EMAILS!** You are responsible if you miss a deadline because you did not read your email.

Participants should regularly check their university emails accounts regularly and respond accordingly.

* Class Attendance Policy

A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings are absences and will not be counted as present. You have the opportunity to use 6 absences out of 30 classes. Participants with less than 80% of attendance in a course will be given grade ‘F’ (Fail) and will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip. Otherwise they could reach short attendance.

* Withdraw Policy

Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the GPA of the student.A Student withdrawing after the 12th week shall be automatically awarded “F” grade which shall count in the GPA.

* Moodle

UMT –LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. If you are facing any problem using moodle, visit <http://oit.umt.edu.pk/moodle>. For further query send your queries to [moodle@umt.edu.pk](mailto:moodle@umt.edu.pk)

* Harassment Policy

Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

* Use of Unfair Means/Honesty Policy

Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

* Plagiarism Policy  
    
  All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “Turnitin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat “Turnitin”, he/she will receive a second “F” that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.
* Communication of Results

The results of quizzes, midterms and assignments are communicated to the participants during the semester and answer books are returned to them. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.

|  |  |
| --- | --- |
| Program |  |
| Credit Hours | 3 Credit Hours |
| Duration | One Semester |
| Prerequisites (If any) | N/A |
| Resource Person  Name and Email |  |
| Counseling Timing  (Room# ) |  |
| Contact no. |  |
| Web Links:- (Face book, Linked In, Google Groups, Other platforms) |  |

**Course Outline**

Course code: Human Recourse Information System

Course title: IS655

|  |  |  |
| --- | --- | --- |
| **Day** | **Topics to be Covered in the Course** | **Assessment Criteria** |
| **1** | Evolution of HRMS; Information System Concepts, Role of IT Systems strategic and competitive opportunities in HRM. | Class Participation |
| **2** | Managing IT Systems, Human resources and HRIS, Components of HRIS; | HRIS vs. HRMS Article Questions, Assignment |
| **3** | Database Concepts and application in HRIS, Database Model, MS ACCESS Database, SQL Concepts | Quiz |
| **4** | Relational Databases Concepts, Data Warehousing, Business Intelligence and Mining; Developing HRIS using MS Access | Class Participation, Assignment |
| **5** | Systems Considerations in the Design of an HRIS; HRIS Architecture, System Implementation Process | Quiz |
| **6** | HRIS needs Analysis, SDLC, Gap Analysis | Class Participation |
| **7** | System Design and Acquisition, Cost justifying HRIS Implementation | Quiz, Class Participation |
| **8** | **MID TERM** |  |
| **9** | Project Management & Development and HRIS Acceptance, Change Management. Models of change process | Class Participation, Term Project |
| **10** | **HRIS Applications:** HR Administration, HR Strategic Goal Achievement & the Balanced Scorecard | Quiz, Class Participation |
| **11** | Job Analysis & HR Planning; Framework for Strategic HR Planning | Class Participation |
| **12** | Recruitment & Selection in Internet Context or e-Recruitment | Quiz |
| **13** | Training & Development HRIS applications, Performance Management, Compensation, Benefits, Payroll and HRIS | Class Participation |
| **14** | The Next Decade of HR: Emerging trends in HRM and IT | Class Participation |
| **15** | Presentations | Presentation |

**Chairman/Director Program Signature………………………………….Date……………………..**

**Dean’s Signature…………………………… ………….Date…………………………………………**

**Grade Evaluation Criteria**

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

**Marks Evaluation Marks in percentage**

|  |  |
| --- | --- |
| **Course Work** | **Weight** |
| Quizzes | 10 |
| Assignments / Project | 25 |
| Class Participation / Attendance | 10 |
| Mid Term | 20 |
| Final Term | 35 |

**Recommended Text Books:**

1. Human Resource Information Systems: Basics, Applications & Future Directions by Michael J. Kavanagh & Mohan Thite (2009).
2. The Brave New World of eHR: Human Resources Management in the Digital Age. By Eduardo Salas, Hal Gueutal, Dianna L. Stone (2005)
3. Management Information Systems for the Information Age U.S.A.: Haag, S., Cummings, M. & Dawkins, J.P. (2007) The McGraw-Hill Companies
4. Supplementary MaterialResearch Publications, Case Studies, Course Handoutswill be provided in class

**Web Resources**

[**http://www.ihrim.org/resources/Publications/automating-the-workplace.html**](http://www.ihrim.org/resources/Publications/automating-the-workplace.html)

**http://www.chrt.com.au/hrismain.html.**

[**http://www.ethics.ubc.ca/resources/computer**](http://www.ethics.ubc.ca/resources/computer)

**Course: Human Resource Information System Course code:** IS655

**Book:** Human Resource Information Systems: Basics, Applications & Future Directions by Michael J. Kavanagh & Mohan Thite

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Topics to be**  **covered in the course** | **Learning Objective**  **of this topic** | **Expected Outcomes from Students** | **Teaching Method** | **Assessment Criteria** | **Deadlines and Homework** |
| 1 | Evolution of HRMS; Information System Concepts, Role of IT Systems strategic and competitive opportunities in HRM. | Develop understanding about Stages in developing the Information Systems | Concepts in requirement engineering and developing System Specifications Problem Solving techniques for developing systems | Class Participation | Class Participation | Within a Week |
| 2 | Managing IT Systems, Human resources and HRIS, Components of HRIS; | Acquire concepts in CMM levels & need of developing system development strategy | Ability to perform system modelling for each type of methodology. Quality Management Principles | HRIS vs. HRMS Article Questions, Assignment | HRIS vs. HRMS Article Questions, Assignment | Within a Week |
| 3 | Database Concepts and application in HRIS, Database Model, MS ACCESS Database, SQL Concepts | Understanding about Systems Lifecycle & Business Process Reengineering (BPR) | Ability to perform system modelling for each type of methodology. Quality Management Principles | Quiz | Quiz | Within a Week |
| 4 | Relational Databases Concepts, Data Warehousing, Business Intelligence and Mining; Developing HRIS using MS Access | Ability to perform Initial Analysis of the system | To become skilled at various software development models and phases of software development methodologies. | Class Participation, Assignment | Class Participation, Assignment | Within a Week |
| 5 | Systems Considerations in the Design of an HRIS; HRIS Architecture, System Implementation Process | Develop expertise in requirement engineering techniques | To become skilled at various software development models and phases of software development methodologies. | Quiz | Quiz | Within a Week |
| 6 | HRIS needs Analysis, SDLC, Gap Analysis | Ability to develop data & process models | Do Software design with orientation towards each types i.e. architectural design, Object-Oriented design, Function- Oriented Design, User Interface | Class Participation | Class Participation | Within a Week |
| 7 | System Design and Acquisition, Cost justifying HRIS Implementation | Feasibility of system projects | To become skilled at various software development models and phases of software development methodologies. | Quiz, Class Participation | Quiz, Class Participation | Within a Week |
| 8 | **MID TERM** | Ability to perform the OOA & Modelling | Do Software design with orientation towards each types i.e. architectural design, Object-Oriented design |  |  | Within a Week |
| 9 | Project Management & Development and HRIS Acceptance, Change Management. Models of change process | Ability to perform the OOA Design with modern development approaches | Develop skill with RAD tool for developing application in incremental stages and hands on programming practices. | Class Participation, Term Project | Class Participation, Term Project | Within a Week |
| 10 | **HRIS Applications:** HR Administration, HR Strategic Goal Achievement & the Balanced Scorecard | Ability to evaluate system for application architecture design | Develop skill with RAD tool for developing application in incremental stages and hands on programming practices. | Quiz, Class Participation | Quiz, Class Participation | Within a Week |
| 11 | Job Analysis & HR Planning; Framework for Strategic HR Planning | Ability to perform prototyping | Do Software design with orientation towards each types i.e. architectural design, Object-Oriented design | Class Participation | Class Participation | Within a Week |
| 12 | Recruitment & Selection in Internet Context or e-Recruitment | Develop User friendly interface | Develop skill with RAD tool for developing application in incremental stages and hands on programming practices. | Quiz | Quiz | Within a Week |
| 13 | Training & Development HRIS applications, Performance Management, Compensation, Benefits, Payroll and HRIS | Develop systems in Object Oriented method | Develop skill with RAD tool for developing application in incremental stages and hands on programming practices. | Class Participation | Class Participation | Within a Week |
| 14 | The Next Decade of HR: Emerging trends in HRM and IT | Develop testing & maintenance tools for systems | Develop skill with RAD tool for developing application in incremental stages and hands on programming practices. | Class Participation | Class Participation |  |
| 15 | HRIS and Ethics | Effects of Information Systems and automated systems on HR | Learn the ethical theories related to information systems | Guest Speaker/Documentary | Seminar Room | Within a Week |
| 15 | Business automation and sustainability | Effects of business automation on society and sustainability, green energy initiative | Effects of sustainability on employee morale and talent retention | Presentation | Presentation |  |