

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

Sault Ste. Marie, Ontario

COURSE OUTLINE

COURSE TITLE: Human Resources Administration

CODE NO. BUS131 SEMESTER:

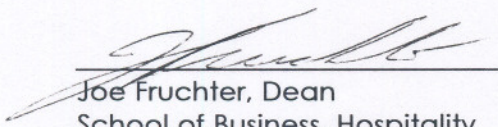
PROGRAM: Human Resources Practices

AUTHOR:

DATE:

PREVIOUS OUTLINE DATED:

APPROVED:



Joe Fruchter, Dean
School of Business, Hospitality,
Natural Resources & Computer Studies

DATE:

97 05 23

TOTAL CREDITS:

3

PREREQUISITES:

LENGTH OF COURSE: _____

TOTAL CREDITS HOURS: _____

COURSE NAME: Human Resource Research
& Information Systems

CODE NO: BUS131

TOTAL CREDIT HOURS: 45

I. PHILOSOPHY/GOALS:

The purpose of this course is to give the CHRM candidate a basic grounding in the applied research concepts associated with HR research, and to provide a conceptual and tactical introduction to the application of computer-based information systems to human resources tasks.

Applied expertise is not within the range of this course. A candidate interested in practical applications of this material should, through other means, gain a functional competence in the use of word-processing, spread-sheet, and data-base software. Some HRIS software packages include such capabilities, although in many cases the full capabilities of a specialized program are of value.

II. STUDENT PERFORMANCE OBJECTIVES:

Those candidates who complete this subject will be "literate" in the subject matter, and will have an informed sense of the potentials and limitations of these tools.

III. TOPICS TO BE COVERED:

Part 1: Human Resources Research

Topic 1) Introduction: Common Sense, Science and the Role of Research

Reading: Pyke & Agnew, Ch. 1

Topic 2) Basic Methods: (I) After-the-Fact

Reading: Pyke & Agnew, Ch. 3, 8
HR Application: Performance Appraisal

Topic 3) Basic Methods: (II) Experiments

Reading: Pyke & Agnew, Ch. 4, 5
HR Application: Evaluation of training programs

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III. TOPICS TO BE COVERED:

Topic 4) Basic Methods: (III) Surveys

Reading: Pyke & Agnew, Ch. 9, 10
HR Application: Employee surveys

Topic 5) Basic Methods: (IV) Statistical Inference

Reading: Pyke & Agnew, Ch. 6, 11
HR Applications: Analysis of absence and turnover statistics,
assessing the predictive accuracy of selection procedures.

Part 2: Human Resource Information Systems

[This part of the course presents basic concerns and applications of human resource information systems. Depending on the environment in which it is presented, supplemental reading such as those suggested in the bibliography or applications exercises (or both) would be very useful in grounding the material presented in the text.]

Topic 1) Introduction to HRIS

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 1, 2, 3

Topic 2) Identifying the organization-specific requirements for HRIS

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 4, 5

Topic 3) Implementation Issues

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 6, 7

Topic 4) HRIS Applications: (I) HR planning, staff and employment,
training and career development

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 8

Topic 5) HRIS Applications: (II) Compensation and performance
management

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 9

Topic 6) HRIS Applications: Historical ties (payroll) and future directions

Reading: Kavanagh, Gueutal & Tannenbaum, Ch. 10, 11

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IV. REQUIRED STUDENT RESOURCES:

A. Required Texts

Pyke, Sandra W. and Neil McK. Agnew. The Science Game: An introduction to research in the social sciences, 5th edition. Englewood Cliffs, New Jersey: Prentice-Hall. 1991.

Kavanagh, Michael J., Hal G. Gueutal, and Scott I. Tannenbaum. Human Resource Information Systems: Development and Application. Boston: PWS-Kent. 1990.

B. Suggested Texts

[These titles provide material which may be of value to instructors or students with particular interests within the scope of the course. They are not appropriate substitutes for the recommended texts.]

Cascio, Wayne F.: Costing Human Resources: The Financial Impact of Behaviour in Organizations, 2nd edition. Boston: PWS-Kent. 1987.

Ceriello, Vincent R.: Human Resource Management Systems, Strategies, tactics and techniques. Lexington. Mass.: Lexington Books. 1991.

Fitz-enz, Jac.: Human Value Management: the value-adding human resource strategy for the 1990's. San Francisco: Jossey-Bass. 1990.

Fitz-enz, Jac.: How to Measure Human Resources Management. McGraw-Hill. 1984.

C. Articles

1. The following journals carry frequent articles and columns on the sue of computers in human resources management. Contemporary issues of technology, applications, security of information are often found in these sources.

- i. HR Magazine
- ii. Personnel
- iii. Personnel Journal

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V. REQUIRED STUDENT RESOURCES (CONT'D):

2. Certain recent articles maybe of particular interest.
 - a. Cholak, Paul M. and Sidney H. Simon. "HRIS asks, who's the boss? HR department vs. MIS department." Personnel Journal, 70, pp. 74-6. [August 1991].
 - b. HR Magazine. "HRIS buyer's guide." 36, pp. 93-114. [May 1991].
 - c. Gallagher, Michael. "Before you sign the HRIS contract." This is exerted from his book, Computers and Personnel Management.
 - d. Grossman, Morton E. and Margaret Magnus. "The growing dependence on HRIS." Personnel Journal, 67, pp. 52-29. [September 1988].

VI. EVALUATION METHODS: (INCLUDES ASSIGNMENTS, ATTENDANCE REQUIREMENTS, ETC.)

Attendance and participation are extremely important.

Method of Assessment:

Case Studies	10%
Mid Term Exam	40%
Final Exam	40%
Assignments & Participation	<u>10%</u>
Total	100%

Grading:

A+	90 - 100%	Consistently outstanding
A	80 - 89%	Outstanding achievement
B	70 - 79%	Consistently above average achievement
C	60 - 69%	Satisfactory or acceptable achievement
R	less than 60%	The student has not achieved objectives of course and must repeat the course

Note:

Students must meet the minimum grade requirement of a "B" or 70% in every subject area except, Finance and Accounting and HRRIS, in which the minimum grade requirement is a "C" or 60%.

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VII. SPECIAL NOTES:

Those candidates seeking credit by examination may find it useful to consult relevant chapters in human resource management survey text to help place training and development in context. The human resource administration outline for the course identifies several such volumes.

Examinations will use short essay formats and will emphasize conceptual, program and policy issues.

