COURSE OUTLINE: HRM201 - HR INFO SYSTEMS

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Course Code: Title	HRM201: HUMAN RESOURCES INFORMATION SYSTEMS
Program Number: Name	2041: BUSINESS - H.R.
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2023-2024
Course Description:	In this course, students will be introduced to and become adept at using software applications commonly used by Human Resources professionals. Fundamental computing applications to be covered include Outlook, Excel, Word, PowerPoint and Access. Students will also be introduced to Human Resources Information Systems (HRIS) and software applications used for collaboration such as OneDrive and web-based MS Office tools.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2041 - BUSINESS - H.R.** VLO 1 participate in the recruitment, selection, and retention of employees VLO 3 participate in the planning, delivery, and evaluation of employee orientation, training, and development programs VLO 5 assist with the administration and communication of the organization's total compensation plan VLO 7 apply current and emerging information technologies to support the human resources function VLO 8 implement organizational development* strategies aimed at promoting organizational effectiveness VLO 9 communicate human resources information accurately and credibly in oral, written, and graphic form VLO 12 assist in the collection and analysis of human resources data
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.

Course Evaluation:	Passing Grade: 50%,
	A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.
Books and Required Resources:	Human Resources Guide to Managing Information Systems by Ian Turnbull
	Publisher: Carswell Edition: Second
	ISBN: 9780779891825

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Analyze Human Resources Information Systems	1.1 Understand the foundation for Human Resources Information Systems
	1.2 Analyze the functionality and purpose of different software applications
	1.3 Discuss policy and procedure management for HR professionals
	1.4 Create organizational design elements such as organizational charts

Course Outcome 2	Learning Objectives for Course Outcome 2
2. Evaluate technology and data used in Human Resources	2.1 Discuss the different technologies used in Human Resources
	2.2 Evaluate data and analytics used in people management
	2.3 Create metrics and key performance indicators for continuous improvement
	2.4 Analyze new technologies such as AI, Chatbots, Biometrics, Blockchain to support HR activities

Course Outcome 3	Learning Objectives for Course Outcome 3
3. Build a comprehensive Human Resources Management System	3.1 Discuss strategic alignment with HR technology tools
	3.2 Evaluate technical specifications required in a human resources management system
	3.3 Analyze available software and vendor selections
	3.4 Build and implement HR elements using fundamental computing applications

Course Outcome 4	Learning Objectives for Course Outcome 4
4. Execute human resource specific tasks using technology	4.1 Perform compensation, benefits and performance management simulations
	4.2 Create scheduling and time management systems
	4.3 Prioritize health, safety, wellness and employee assistance programs
	4.4 Build recruitment, talent management and labour relations activities

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	35%

	Participation	10%
	Project	30%
	Quizzes	25%

Date:	November 23, 2023
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.