

## Dakota College at Bottineau Course Syllabus

**Course Prefix/Number/Title:** HRM 270 Human Resource Portfolio and Information Systems

**Number of credits:** 3 Credits

**Course Description:** This course reviews and reinforces the principles covered in the Human Resource program through the development of a comprehensive student portfolio and simulated activities related to program outcomes and systems found in Human Resources. Students will apply basic concepts, terminology, functions, and outputs in a human resource information systems for operations and strategic planning.

**General Education Goals/Objectives:** Upon successful completion of this course, you will be able to:

1. Relate the Human Resource program outcomes to workplace situations.
2. Analyze employment search processes.
3. Utilize technology in the job search process.
4. Identify concepts and technology common to human resource information system needs.
5. Evaluate the costs and benefits of acquiring and maintaining a human resource information system.
6. Apply human resource theories and principles in the design and utilization of a human resource information system.
7. Prepare and analyze career portfolios including cover letters, resumes, list of professional references, employment applications, and prepare interview questions for interviews.
8. Demonstrate confidence and professionalism in human resource skills by presenting portfolios to others.

**Instructor:** Crystal Beggs

**Office Hours:** By Appointment

**Phone:** 701-213-2749

**Email:** [crystal.beggs@dakotacollege.edu](mailto:crystal.beggs@dakotacollege.edu)

**Lecture/Lab Schedule:** Not Applicable

**Textbook(s):** Human Resource Information Systems: Basics, Applications, and Future Directions, Author: M.J. Kavanagh, R.D. Johnson, ISBN #9781506351452

### Course Requirements:

1. Completion of introduction (15 points), online assignments (275 points), tests (150 points), and discussions (135 points)
2. Develop and present a comprehensive student portfolio as a final project. (100 points).

**Grading Scale:** The final grade is based on the percent of total points a student earns.

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

## **Tentative Course Outline:**

- Week 1-2: Introduction to Human Resource Information Systems (HRIS) to include HR activities, technology and HR, learn what HRIS is, learn the value and risks of HRIS, types of HRIS, and evolution of HRM and HRIS. Learn about “The Cloud” and mobile technologies, HRIS within the broader organization and environment, and themes within HRIS.
- Week 3-4: Entities and attributes of an HRIS, tables, relationships, primary keys, queries, forms, reports, MS Access, designing and MS Access database, HR database application using MS Access, and other databases. Learn the systems developments life cycle, analysis, needs analysis to include needs analysis planning, observation, exploration, evaluation, reporting.
- Week 5-6: Learn the elements of data, information, and knowledge in HRIS, database management systems (DBM), early and relational DBMs, data sharing between different functions and different levels, and across locations. HRIS justification, guidelines on investment to HRIS, cost-benefit analysis, identifying sources of value for benefits and costs, direct and indirect costs.
- Week 7-8: Average employee contribution, avoiding common problems, HRIS applications, HRM administration and organizing approaches, self-service portals and HRIS, shared-service centers and HRIS. Legal compliance, Equal Employment Opportunity, US Civil Rights Act of 1964, Title VII, EEO-1 Report and Occupational Safety and Health Act record keeping, and OSHA Form 300.
- Week 9-10: Learn the concepts of recruitment and selection and the use of the Internet and an HRIS to the operation of these HR programs. Effective design of training and development, and how technology is transforming training and development.
- Week 11-12: Learn the role of performance management as part of the talent management process, and how in concert they maintain market competitiveness for the organization. Brief history of the efforts involved in the development of HR metrics and workforce analytics and of how these efforts have been enhanced by the advent of integrated HRIS.
- Week 13: Technology and mandated governmental, privacy requirements, goal achievement. Look ahead to where the field of HRIS is moving in the future.
- Week 14: Review and work on final project.
- Week 15: Review and work on final project.
- Week 16: Review and work on final project.

Final Week: Final Project

**Relationship to Campus Theme:** Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance “human” nature in the work environment.

**Course Policies:**

**Assignments** Late work will incur point deductions which is 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to request to submit assignments early or notify your instructor before the assignment due date.

**Discussions** Discussions and bonus questions are due when the due date is indicated. There will be no late submissions allowed for discussion to ensure all students participate and provide meaningful discussion throughout the week.

**Tests** Tests are due when the due date is indicated. There will be no late submissions, unless arrangements were made ahead of time and an acceptable excuse to missing.

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

**Plagiarism:** To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

**Disabilities and Special Needs:** Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

**Student E-mail Policy:** The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student's campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.