American Public University System

The Ultimate Advantage is an Educated Mind

School: Business
Course Number: HRMT415
Course Name: Human Resource Management Information Systems
Credit Hours: 3
Length of Course: Eight Weeks
Prerequisite: None

Please see the **Lessons** area in the classroom for additional course specific information

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Course Description (Catalog)

This course provides a basic overview of various automated information systems that are available to support today's Human Resource Professional. The course will increase the student's ability and awareness to utilize systems such as RESUMIX, Peoplesoft, Modern Systems and other automated processes. The course also explores other methods to increase recruiting, simplify interviews and permit easier employee or prospect access to an organization's human resource offices. The course also focuses on systems security and individual privacy as well as legal implications to users and organizations.

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Course Scope

This course provides an overview of Human Resources Information Systems, objectives of Human Resources Information Systems, Transformation of Human Resources in the digital age, E-Recruiting methods systems, Human Resources Information systems selection process and implementation, Human Resources Information Systems Self-Service Portal, Human Resources E-Learning and Training , Human Resources Performance Management systems, Future trends in Humans Resources systems and organizational acceptance of the Human Resources Information System. It will help students understand the various influences that Human Resources Information Systems have on individual units within the

organization and how human resources information systems can help an organization run more efficiently.

Course Materials

Required Course Textbooks

Book Number	Authors	Book Title	Publication Info	ISBN
HRMT415-0	Torres, Teresa	E-Human Resources Management	Hershey, PA: ICI Global	1591404355
HRMT415-1	Gueutal, Hal	The Brave New World of EH	Hoboken, NJ: Wiley	0787978574

Textbook in APA format:

Torres, T. (2004). E-Human Resources Management. Hershey, PA: ICI Global

Gueutal, H. (2005). The Brave New World of EHR. Hoboken, NJ: Wiley

Required Readings

See course outline

Additional Resources

See course materials folder for all additional reading material from the course. Power Points etc

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
SHRM Online	**http://www.shrm.org/Pages/Default.aspx**
(Refer to this website for some of the	

supplemental reading material that appears in your weekly discussion board)	

Course Objectives

After successfully completing this course, you will be able to:

1. Translate the origins of Human Resources Information Technology to an organization; and infer the need to obtain involvement and commitment from others to set in place mechanisms to affect successful Human Resources Information System Programs and strategies

2. Develop an understanding of basic systems and the criteria for success in using HR software in organizations

3. Define Human Resources Information Systems trends

4. Detail various approaches to Human Resources Information systems design, selection and implementation and define characteristics of current Human Resource Information technology implementation strategies

5. Relate the impact that unresolved Human Information System issues can have on compliance with corporate policies and procedures

6. Recognize Human Resource Information System and its relationship with compliance with federal and state regulations/Laws

7. Explain benefits of new technologies in recruiting and training in individual development of employees.

8. Identify and understand the frameworks for the development and evolution of Corporate Universities and Learning Systems in various organizations.

9. Describe and discuss the various HR Portal and associated programs and their associated values, costs, and benefits to the organization

10. Analyze the role and function of e-learning strategies and technology in the development of Human Capital

Course Outline

Please see the to reference the University's grading scale

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)
1	Class Introduction & HRIS Introduction	1, 10	Gueutal :Chapter 1 Torres: Chapter 1 & Week #1 reading (Course Materials)	Introductory Forum & HRIS – HRIS Introduction Forum
2	HRIS ERecruiting	2, 6	Gueutal : Chapter 2 Torres Chapter 4 & Week #2 reading (Course Materials)	Quiz Due Forum - HRIS – ERecruiting
3	HRIS System Implementation & E-Selection	2, 4,	Gueutal : Chapter 3 Torres: Chapter 2, 9,10 & Week #3 reading (Course Materials)	Forum – HRIS – System Implementation & E-Selection
4	HRIS Self-Service & HR Portals	9	Gueutal: Chapter 7 Torres Chapter 5,6 & Week #4 readings (Course Materials)	Forum - Self-Service & HR Portals
5	HRIS ELearning & Training	8	Gueutal: Chapter 4 Torres: Chapter 7 & Week #5 readings (Course Materials)	Paper/Essay due Forum - HRIS – ELearning & Training
6	HRIS Performance Management	7, 9	Gueutal: Chapters 5,6 & Week #6 readings (Course Materials)	Forum HRIS - Performance Management Essay – HRIS Internet Research
7	HRIS System Acceptance & Future Trends	3, 5, 6	Gueutal: Chapters 8,9 Torres: Chapter 3 & Week #7 readings (Course Materials)	Forum HRIS - System Acceptance & Future Trends
8	HRIS			Forum - Class Wrap HRIS Final Paper Due

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

> Drop/Withdrawal Policy
> Plagiarism Policy
> Extension Process and Policy
> Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University's grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I

understand you must manage competing demands on your time. We all know that "life happens" but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), 💻

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- ***Charles Town Library and Inter Library Loan:*** The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.

- ***Electronic Books:*** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.

- ***Electronic Journals:*** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.

- ***Tutor.com***: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

- ***Disability Accommodations***: Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (http://apus.libguides.com/index.php)
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.