



A POLYTECHNIC INSTITUTION

School of: Business

Program: Business Management, Human Resources
Management, and Information Technology Management

HRMG 3150
Human Resource Management Systems

Start Date:	September 5, 2007	End Date:	December 15, 2007
Total Hours:	45	Total Weeks:	15
Hours/Week:	3	Lecture:	1
		Lab:	2
		Term/Level:	Fall
		Course Credits:	3.0
		Shop:	
		Seminar:	
		Other:	

Prerequisites

Course No.	Course Name
BUSA 1600 and (ORGB 1100 or ORGB 1105)	Business Information Systems 1, Organizational Behaviour

HRMG 3150 is a Prerequisite for:

Course No.	Course Name
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■ **Course Description (required)**

Introduces systems and procedures associated with human resource information collection, storage with emphasis on use for strategic and organizational human resource planning purposes. Course presents an overview of management functions, H.R. information systems, and applied H.R. research techniques. Two hours a week of microcomputer laboratory time are included for preparation of course assignments that use computer applications.

■ **Evaluation**

Identify and Approach a Company	10%	GR	Comments:
Review the Strategic Purpose of the HRIS for the Company			
Identify and Input the Company's Job Information	25%	GR	GR = Group Assignment
Input a Sample of Employees	10%	GR	IN = Individual
Create 5 Pre-determined HR Reports	10%	GR	
Individual Contribution to Team Effort and Class	10%	GR	
	35%	IN	
TOTAL	100%		

■ Course Learning Outcomes/Competencies

The objective of this course is to provide you with introductory knowledge of Human Resources Management Systems (HRMS), the methodologies used to identify if a system is needed, select the appropriate system, justify the system through to its implementation and post maintenance. You will also develop skill in using a state of the art HRMS module of an enterprise resource planning (ERP) software. Upon successful completion of this course, students will be able to:

- Prepare a needs analysis for a HRMS.
- Identify the purpose, components, and benefits of a HRMS and the strategic advantages to the corporation.
- Explain the planning process required to be completed in order to evaluate and select a HRMS.
- Identify and be conversant in the major HRMS technology and be able to critically analyze these trends.
- Undertake a HRMS ROI analysis and product evaluation.
- Describe the systems methodology from the point of a need for a HRMS identified through the implementation to 'going live' with a system.
- Describe the ongoing management and support of HRMS.
- Perform basic HRMS end-user data transactions in OrangeHRM.
- Identify HRMS/ERP systems in general including what they can and can't do.

■ Verification

I verify that the content of this course outline is current.

Dr. Mark Giltrow

Authoring Instructor

June 25, 2007

Date

I verify that this course outline has been reviewed.

Bonnie Milne

Program Head/Chief Instructor

August 20, 2007

Date

I verify that this course outline complies with BCIT policy.

Chris Jacques

Dean/Associate Dean

August 2007

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

■ Instructor(s)

Dr. Mark
Giltrow

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■ **Information for Students**

The following statements are in accordance with the BCIT Student Regulations Policy 5002. To review the full policy, please refer to: <http://www.bcit.ca/~presoff/5002.pdf>.

Attendance/Illness:

Attendance will be taken at the beginning of each class. Students not present at that time will be recorded as absent. There will be no makeup tests, exams or quizzes. A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exams. At the discretion of the instructor, you may complete the work missed or have the work prorated.

In case of illness or other unavoidable cause of absence, the student must communicate as soon as possible with his/her instructor or Program Head or Chief Instructor, indicating the reason for the absence. Prolonged illness of three or more consecutive days must have a BCIT medical certificate sent to the department. Excessive absence may result in failure or immediate withdrawal from the course or program.

Academic Misconduct:

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances are prohibited and will be handled in accordance with the 'Violations of Standards of Conduct' section of Policy 5002.

Attempts:

Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from their respective program.

Assignment Details

Identify and Approach Company – 10%

Using Library databases, resources and personal contacts identify a company in one of the selected industries. Approach the company and ensure that you have open access to complete the rest of the project and graded components. Once you have selected the company outline in Word/or OpenOffice Word Processor (using the Record Changes function) and then in the OrangeHRM program the company structure including the Departments, Divisions, Teams etc. of the company. Both the paper and the OrangeHRM work will be collected for grading.

Review the Strategic Purpose of the HRIS for the Company – 25%

Prepare a Needs Analysis for an HRMS for the company. Identify the purpose, components, and benefits of a HRMS and the strategic advantages to the corporation. Explain the planning process required to be completed in order to evaluate and select a HRMS. Once the company information is fully understood undertake a HRMS ROI analysis and product evaluation comparing OrangeHRM to other products on the market.

Identify and Input the Company's Job Information – 10%

Identify all jobs in the organization and outline and input all the Job Titles, Pay Grades, Employment Statuses and protected Job Categories first in Word/or OpenOffice Word Processor (using the Record Changes function). For all jobs in the company identify and input all of the Job Qualifications. Job Qualifications information includes all education and required licences for each job in the company. For all jobs in the company identify and input all of the Skill and Membership requirements. Also input the Nationality and possible visible minority (Race) options for employees. Skill information includes all skill, language and memberships required for each job in the company. Then input information in OrangeHRM. Both the paper and the OrangeHRM work will be collected for grading.

Input a Sample of Employees – 10%

Input a sample of employees (approximately 50 employees depending on team size) (these employees can be fictional rather than real) including yourselves. The information should include data about each employee, contact, emergency contact(s), dependents, immigration and job. Input all contract information for your 50 employees including data concerning payments, reporting relationships, work experience, education, skills, languages spoken, licenses, memberships and any relevant attachments. Create ESS accounts for each team member. Develop leave and holidays for your team member employees. Both Word/or OpenOffice Word Processor (using the Record Changes function) and the OrangeHRM work will be collected for grading.

Create 5 Pre-determined HR Reports – 10%

Create 5 customized reports as specified in lab. The Word/or OpenOffice Word Processor (using the Record Changes function) and the OrangeHRM work will be collected for grading.

Individual Contribution to Team Effort and Class– 35%

Individual contributions will be partially measured by reviewing the changes to the Word/or OpenOffice Word Processor document. Ensure that the document submitted indicates each team members contributions, changes and edits. The individual contribution grade will be calculated based upon each members' effort, and effort as demonstrated in class and in lab. Further, there will be questions provided throughout the term that will be handed in by students for grading.

TENTATIVE Class Schedule

Week	Outline
1.	Introductions & Course Overview Syllabus and Assignment Review Introduction to HRIS, History, Functions Trends
2.	HRIS the Low, Mid and High End Systems – and the new end, Open Source HRM.
3.	Project Management – A Quick Review.
4.	The purpose, components, and benefits of a HRMS and the strategic advantages to corporations.
5.	Planning, evaluating and selecting an HRMS.
6.	HRMS ROI analysis and product evaluation.
7.	Introduction to OrangeHRM.
8.	Capturing Company Information using OrangeHRM.
9.	Capturing Job Qualifications.
10.	Inputting Skills and other key job information.
11.	Inputting a Sample of employees.
12.	Entering Contract information for Employees.
13.	The use of Employee Self Service ESS.
14.	Generating custom reports in HRIS.
15.	Course windup.