# Lecture Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Class focus</th>
<th>Reading/assignments</th>
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<tr>
<td><strong>Section 1: Introduction to HR and HR MIS</strong></td>
<td><strong>Introductions &amp; Course Expectations</strong>&lt;br&gt;Review of general class processes and expectations including a course overview consisting of: course objectives, logistics, text, grading policy, student assignments, and testing &amp; examination. Introduction to the course materials web site.</td>
<td><strong>Introduction</strong></td>
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<tr>
<td>1</td>
<td><strong>Understanding the Value of HR</strong>&lt;br&gt;Investigating HR as a business partner, focused on the delivery of real business value. The formulation of critical success factors as guideposts for the allocation of priorities and resources.</td>
<td><strong>Chapter 1</strong></td>
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<td><strong>Section 2: HR Overview</strong></td>
<td><strong>Introduction to Computer Hardware</strong>&lt;br&gt;Presents an overview of computer hardware and market trends. Analyze the basic functions and components of a computer system. Discuss characteristics and functions of peripheral devices and interfaces including &quot;input&quot; and &quot;output&quot; technologies supporting the user interface. Investigate storage capabilities that utilize semiconductor memory, and magnetic &amp; optical media technologies. <strong>Introduction to Telecommunications and Architecture</strong>&lt;br&gt;Review the basic trends and functions of telecommunications networks including their technical characteristics. Provide an overview of client/server and internet technologies and the hardware and protocols that support it. Includes network infrastructure, TCP/IP, servers, clients, etc.</td>
<td><strong>Chapters 2-9</strong></td>
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<td>1-2</td>
<td><strong>Introduction to Database Management</strong>&lt;br&gt;Discuss the management of data resources in the HR function. Introduce the concept of data resource management and the advantages and implications of the database management approach. Outline the role of the database management system software and the database administrative function. Review the technical concepts of database development, organization, and access. <strong>Introduction to Data Modeling and Design</strong>&lt;br&gt;Understanding the critical nature of data accuracy in the HRIS. Reviewing the concepts of relational database management systems, the process of logical and physical data modeling, and techniques for optimizing the integrity of data contained in the HRIS.</td>
<td><strong>Chapters 2-9</strong></td>
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<tr>
<td>3-6</td>
<td><strong>Introduction to Computer Software</strong>&lt;br&gt;Presents an overview of software types and trends. Characterize the type and availability of application software. Summarize the major features and functions of operating systems software and tools for software development. <strong>Introduction to Human Resource Information Systems</strong>&lt;br&gt;Understand the vital role information systems play in the operation of, and managerial decision making for the HR function, and how they can be used for strategic advantage. Review how information technology is utilized to meet the challenge of change through business process reengineering, agile competitive response, and globalization of the HR function.</td>
<td><strong>Chapters 2-9</strong></td>
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### Application Software for the Strategic, Operational and Administrative Roles of the HR Function

Understand the role of application systems software in supporting the business functions of Human Resource Management. Discuss the importance of "electronic business" and the role that the internet plays in the evolution of the HR function supporting business strategy.

### Section 4: Creating an HR MIS system

#### Assessing Business Value

Prioritization & sequencing of technology initiatives in support of the HR transformation. Cost Justification Methodologies; ROI & IRR.; Redeployment; Cost Avoidance.

#### Planning and Managing the HR Information Systems Strategy and Implementation

Discussion of the concepts and methodologies of program and project management necessary to insure the successful implementation of any HRIS. Includes disciplines required for HRIS projects such as documentation, proposal writing and presentation, scope control, control of creeping elegance; upgrade management; control of modifications, and migration to new systems.

#### HR Transformation and Business Process Reengineering

Including an understanding of the critical process of work-flow analysis, a reengineering approach that assures the full exploitation of HRIS technology.

#### Defining Business Requirements for HR Information Systems

Understanding the importance, and challenge, of the discovery process for identifying business needs and their translation into functional requirements for HRIS implementation.

#### Organizing for Successful HRIS Implementation / Managing Change

Understanding the nature and scope of the organization responsible for implementing HRIS including: mission, goals and objectives, organizational structure; functional and process alignments. Defining the core competencies of a successful HRIS team.

#### The Application Software Development Cycle

Overview of software engineering methodologies employed in the development and implementation of HRIS application software including the following elements:
- Deriving technical design specs and architectures from business requirements;
- User involvement in the development process.

### Section 5: Using an HR MIS system

#### Using an HR MIS lab

A lab to expose the students to Great Plains Dynamics, or Abra Enterprise HR modules via the Internet and/or MS Terminal Services

#### Lab

### Final exam

#### Comprehensive final exam

All chapters, all reading, all lab assignments

**Tuesday, May 21st**
12:45-2:45pm