



Western Technical College

10116186 Human Resources Information Management

Course Outcome Summary

Course Information

Description	Students learn to use the integrated human resource information components of available software systems to perform human resource database tasks related to administration, performance management, compensation, recruitment, and more. In a series of exercises, students process the HR information related to groups of employees as these employees move through the application, selection, promotion, and retirement phases of employment.
Career Cluster	Human Services
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	36

Pre/Corequisites

Prerequisite 10102147 Human Resource Portfolio

Textbooks

No textbook required.

Success Abilities

1. Live Responsibly: Foster Accountability

Program Outcomes

1. Create an organizational workforce plan
2. Develop training programs
3. Examine organizational total rewards programs
4. Facilitate effective employee relations

Course Competencies

1. Compare the similarities and differences of HRIS.

Assessment Strategies

- 1.1. Reflection (1-2 pages)
- 1.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 1.1. you describe the similarities between the sample systems.
- 1.2. you describe the differences between the sample systems.

Learning Objectives

- 1.a. Describe the advantages and disadvantages of using an HRIS program like Abra Suite as compared to creating a database with Access.

2. Determine the relevant employee information in the HRIS.

Assessment Strategies

- 2.1. Demonstration
- 2.2. Written Objective Test

Criteria

You will know you are successful when:

- 2.1. you determine relevant information required from new employee.

Learning Objectives

- 2.a. Identify the relevant pieces of information about each of the current employees.
- 2.b. Enter the information in the correct sequence and location for each employee.
- 2.c. Audit the entries for accuracy.

3. Analyze the recruitment and selection process in the HRIS.

Assessment Strategies

- 3.1. Demonstration
- 3.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 3.1. you create requisitions for new employees
- 3.2. you determine which recruitment procedures are most efficient
- 3.3. you evaluate the process for EEOC compliance

Learning Objectives

- 3.a. Create requisitions for new employees.
- 3.b. Determine which recruitment procedures are most efficient.
- 3.c. Evaluate the recruitment process in relation to EEOC standards.

4. Demonstrate the impact of a company website.

Assessment Strategies

- 4.1. Reflection (1-2 pages)
- 4.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 4.1. you select and research a company website
- 4.2. you present positives and negatives to class in discussion

Learning Objectives

- 4.a. Establish selection criteria.
- 4.b. Schedule the interviews for applicants.

- 4.c. Process the correspondence to and from each applicant.
- 4.d. Evaluate the selection process in relation to EEOC standards.

5. Analyze the training and implementation needs of deploying a new HRIS.

Assessment Strategies

- 5.1. Case Study
- 5.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 5.1. you identify methods to avoid problems.
- 5.2. you confirm need to include employees in implementation
- 5.3. you explore ways to improve the operation
- 5.4. you explore the role of Project Management in implementation.

Learning Objectives

- 5.a. Determine the training needs of the organization.
- 5.b. Create a list of training opportunities.
- 5.c. Select the employees who need each type of training.
- 5.d. Create a schedule for training.
- 5.e. Manage the enrollments and completions of the required and optional training.

6. Investigate standard and custom human-resource-related reports.

Assessment Strategies

- 6.1. Demonstration
- 6.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 6.1. you review components of a standard report
- 6.2. you review components of a custom report

Learning Objectives

- 6.a. Determine the most appropriate reports for selected situations.
- 6.b. Generate standard reports using the reporting features of Abra Suite.

7. Prepare personnel files.

Assessment Strategies

- 7.1. Demonstration
- 7.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

- 7.1. you examine related documents
- 7.2. you place all documents into appropriate files
- 7.3. you consider privacy and security of documents
- 7.4. you explore record retention requirements.

Learning Objectives

- 7.a. Determine the components of custom reports based on the selected situations.
- 7.b. Construct custom reports that conform to commonly used standards for human resource management.