

## Course Syllabus

## A. COURSE INFORMATION AND TEACHING STAFF

1. Course	Name	HUMAN RESOURCE INFORMATION SYSTEMS						
	Code	020232210						
	Activity	Lecture						
	Credit hours	3						
	Semester	Spring 2024/2025						
	Pre-requisite	020231010 INTRODUCTION TO HUMAN RESOURCE MANAGEMENT						
2. Teaching staff, time and location	Section	Building	Room	Day	Time	Instructor	Office hours	
	1	AFS	201	N T Th	13:30-14:20	Dr.Sami Sameer Abdo Sader-J sami.sader-j@aaup.edu	N 11:00 - 12:00 T 12:30 - 13:50	

## B. COURSE POLICIES

1. Commitment and Attendance	<p>Attendance is required; and university regulations in this regard are strictly applied. It is important to note the following:</p> <ol style="list-style-type: none"> <li>The student is expected to follow all announcements issued by the university, faculty, department as well as the course instructor through the official channels. It is the student's full responsibility to get aware of these announcements and to react accordingly.</li> <li>The student has to communicate electronically with the course instructor, whenever needed, through the official channels exclusively which are limited to the AAUP email and Moodle messages only.</li> <li>The student is expected to attend all classes* and to arrive at classroom on time.</li> <li>If the instructor is late for class, the student must wait for at least 10 minutes before leaving the classroom.</li> <li>Absence by more than 25% of classes leads to an automatic withdrawal from the course (the grade W is assigned).</li> <li>The use of mobile phones or any other smart electronic devices is strictly prohibited during classes.</li> </ol> <p>*a class refers to a lab session in case of labs.</p>
	<p>The student must perform all course assessment activities, i.e. assignments, quizzes, exams etc. It is important to note the following:</p> <ol style="list-style-type: none"> <li>Absence from an exam or a quiz other than the final exam leads to a zero mark in that exam or quiz. An exception allowing a makeup is made for a student submitting a legitimate excuse that is accepted by the instructor in a timely manner.</li> <li>Absence from the final exam leads to an FA grade that eventually turns to an F grade. An exception allowing a makeup exam is made if the student submits an official excuse that is accepted by the Academic Affairs in compliance with the university regulations.</li> <li>Late policy is applied if the student fails to submit his/her assignments and/or projects in due time.</li> </ol>
2. Performance of assessment activities	

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<p><b>3. Academic Integrity</b></p>	<p>The student is expected to be honest during the performance of assessment activities. While not limited to the list below, the following actions are examples of cheating:</p> <ol style="list-style-type: none"> <li>1. Copying from other students.</li> <li>2. Using materials that are not authorized by the proctor during quizzes or exams.</li> <li>3. Collaborating with other students during quizzes or exams.</li> <li>4. Stealing or buying the content of exams, quizzes, and assignments.</li> <li>5. Stealing ideas and work of others and presenting them as that of the student (known in academia as plagiarism).</li> <li>6. Using mobile phones or any other smart electronic devices during quizzes or exams.</li> </ol>	
<p><b>4. Grading</b></p>	<p>The university uses the letter grading system. It is important to note the following:</p> <ol style="list-style-type: none"> <li>1. The passing grade is D, and the corresponding score (out of 100) is determined at the end of the semester.</li> <li>2. At the end of the semester, the scale of scores is determined by converting each score range to an appropriate letter grade.</li> </ol>	
<p><b>5. Learning and teaching methods</b></p>	<p>Lectures</p>	<p>Class sessions involve lectures, video shows, case studies, discussions, debates, and power-point presentations on topics and current issues related to the course contents.</p>
	<p>In class learning activities</p>	<p>Students are encouraged to learn actively individually and cooperatively in groups. Students are expected to engage with the material, participate in the class, and collaborate with each other. Students will be asked to analyze an argument, demonstrate role play, discuss case studies, make presentations, or apply a concept to a real-world situation.</p>
	<p>Online learning</p>	<p>Online learning platforms are utilized to provide students with additional resources as well as a continuous access to the course material beyond the classroom.</p>

**C. COURSE DETAILS**

<p><b>1. Course description &amp; purpose</b></p>	<p>This course provides an introduction of using information technology (IT) in the field human resource management. Moreover, how technology may help in performing different functions of HR department such as HR planning, recruiting, selecting, training, performance appraising and employee development.</p>
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<p><b>2. Course learning outcomes (CLOs)</b></p>	<p><b>Upon the completion of the course, students will be able to achieve the following learning outcomes:</b></p>
	<p>CLO1 <b>Explain</b> the fundamental concepts and components of Human Resource Information Systems (HRIS), including the evolution of HR technology and its strategic role in modern organizations.</p>
	<p>CLO2 <b>Analyze</b> the process of HRIS implementation, including systems development, change management, cost justification, and critical success factors.</p>
	<p>CLO3 <b>Assess</b> the role of e-HRM and how technology supports various HR functions, such as recruitment, training and development, performance management, and compensation.</p>
	<p>CLO4 <b>Apply</b> workforce analytics and HR metrics to support data-driven decision-making in HR practices.</p>
	<p>CLO5 <b>Identify</b> and assess key privacy, security, and ethical concerns in managing HR data, and propose best practices for compliance and data protection.</p>

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<b>2. Course learning outcomes (CLOs)</b>		Upon the completion of the course, students will be able to achieve the following learning outcomes:		
	CLO6	Identify future trends in HRIS and emerging technologies such as cloud computing, mobile HR, social media, gamification, and AI, and their implications for strategic HRM.		
<b>3. Assessments</b>	<b>Assessment tool</b>	<b>Weight %</b>	<b>CLOs</b>	<b>Due week</b>
	Mid. Term	30%	1,2	8
	Final Exam	50%	1,2,3,4,5,6	16
	Quiz #1	10%	2	10
	Quiz #2	10%	3	13
	<b>Total</b>	<b>100%</b>		

<b>4. CLOs assessment</b>	<b>Outcomes</b>	<b>CLO 1</b>	<b>CLO 2</b>	<b>CLO 3</b>	<b>CLO 4</b>	<b>CLO 5</b>	<b>CLO 6</b>
	1 - Mid. Term	✓	✓				
	2 - Final Exam	✓	✓	✓	✓	✓	✓
	3 - Quiz #1		✓				
	4 - Quiz #2			✓			

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5. Course schedule	Week	Topics	Study material	Assignment	CLOs
	1	Introduction to HRIS (Ch. 1) Brief: Overview of HRIS evolution, HR-IT integration, e-HRM, value creation, risk management, and strategic relevance in modern organizations.	Chapter 1		1
	2	Types and Roles of HRIS (Ch. 1) Brief: Explore transactional, traditional, and transformational HR activities, HRIS types, and how systems enhance strategic HR management.	Chapter 1		1
	3	HRIS System Architecture (Ch. 3) Brief: Discuss HRIS design models (two-tier, cloud), mobile access, users' data needs, and best-of-breed integration strategies.	Chapter 2		2
	4	HRIS Implementation Planning (Ch. 3) Brief: Examine stakeholders, system interfaces, project scope, infrastructure needs, and challenges in aligning technology with HR processes.	Chapter 3		2
	5	Needs Analysis in HRIS (Ch. 4) Brief: Learn structured methods to identify organizational HR needs through observation, exploration, and functional analysis.	Chapter 4		2
	6	System Development Life Cycle (SDLC) (Ch. 4) Brief: Understand SDLC phases in HRIS: planning, analysis, design, implementation, maintenance, and the importance of user involvement.	Chapter 4		2
	7	HRIS Design and Acquisition (Ch. 5) Brief: Explore logical and physical system design, vendor selection, feasibility assessments, and data flow diagramming.	Chapter 5		2

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Week	Topics	Study material	Assignment	CLOs
8	HRIS Implementation & Change Management (Ch. 6) Brief: Examine implementation steps, change models (Lewin, Kotter), data migration, training, and overcoming user resistance.	Chapter 6		2
8	Mid. Term	Chapter 1-3		
9	Critical Success Factors in Implementation (Ch. 6) Identify leadership, communication, training, and documentation as key success drivers in system rollouts.	Chapter 6		2
10	Cost Justification of HRIS (Ch. 7) Analyze direct and indirect HRIS costs and benefits, ROI, CBR, benchmarking, and decision-making support.	Chapter 7		2,4
10	Quiz #1	Chapter 3+4		
11	HR Administration and Compliance (Ch. 8) Use HRIS to manage job data, track compliance, generate legal reports, and enhance HR operational efficiency.	Chapter 8		3
12	e-Recruitment and Online Selection (Ch. 10) Learn online recruiting strategies, assessment tools, social media integration, and technology-driven candidate screening processes.	Chapter 10		3
13	Quiz #2	Chapters 4+5		

5. Course schedule

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5. Course schedule	Week	Topics	Study material	Assignment	CLOs
	13	Training and Development Applications (Ch. 11) Apply HRIS to manage e-learning systems, track training metrics, assess training ROI, and support continuous development.	Chapter 11		3
	14	Introduction to HR Metrics (Ch. 14) Understand key HR metrics (turnover, efficiency), data sources, and their impact on organizational effectiveness and HR planning.	Chapter 14		4
	15	Workforce Analytics and Dashboards (Ch. 14) Use analytics tools to visualize trends, interpret HR data, support strategic goals, and drive data-based decision making.	Chapter 14		4
	16	Final Exam	All Chapters		

D. COURSE MATERIAL

1. Textbook	Title: Human Resource Information Systems: Basics, Applications, and Future Directions Edition: 4th Edition Authors: Michael J. Kavanagh, Richard D. Johnson Publisher: SAGE Publications ISBN: 978-1544355440
2. Reference material	
3. Internet resources	