

# COURSE SYLLABUS



COURSE TITLE:	BUS 325 HR Management Systems
CLASS SECTION:	D01
TERM:	Summer 2024
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Asynchronous

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME:	Aidan Dumaisnil (she/her)
EMAIL:	DumaisnilA@camosun.ca
OFFICE:	CBA 259
HOURS:	Tuesdays and Thursdays 12:30 – 1:30pm or by appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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The purpose of this course is to emphasize the strategic role of human resource management systems (HRMS) in organizational planning and human resource development. HRMS is concerned with the collection and analysis of data through metric interpretation and identification of trends leading to organizational development.

**PREREQUISITE(S):** C in BUS 210 – Must be completed prior to taking this course

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, a student will be able to:

1. Demonstrate an understanding of the strategic role of human resource management through the collection and storage of information and data
2. Identify human resource information for the planning, designing, and implementation of human resource management systems
3. Interpret and evaluate human resource data for measurement through metric analysis leading to the identification of business trends
4. Utilizes current forecasting and implementation processes to address the management of human resources

5. Evaluate the effectiveness of human resources information systems

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### **Textbook:**

Course package with readings to purchase at the Interurban bookstore, you will need the readings in this package to complete the course.

### **Case Study:**

The Flower SHOP ROI – included with course materials

## USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (GENAI) TOOLS

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This is specifically about GenAI tools (e.g., ChatGPT, Bing Chat, etc.) but applies to using any artificial intelligence technology in this class. GenAI tools are available to students in this course. The purpose of this section is to outline the guidelines for using GenAI tools in this course and to specify the restrictions on its use.

- Students may choose to use GenAI tools to assist with understanding course concepts, summarizing lectures, or writing assistance, but the final product must be their own original work. It is essential that students recognize the importance of generating their ideas and thoughts to enhance their critical thinking, problem-solving, and decision-making skills. Therefore, the use of GenAI tools should be seen as a supportive tool, rather than a replacement for students' ideas and efforts.
- Students are responsible for understanding the limitations and potential biases of GenAI tools and for critically evaluating their output.
- Students are responsible for any output produced, and are ultimately accountable for the work they submit.
- Students must document and be transparent about their use of GenAI tools. The documentation should accompany each assignment and include what tool(s) were used, how they were used, and how the results were incorporated into the submitted work. Any content produced with the support of a GenAI tool must be cited appropriately, following APA format.
- Students are not permitted to use GenAI tools to complete quizzes or exams. Any use of GenAI tools for such purposes will be considered academic dishonesty and will result in appropriate action being taken, in line with the College's academic integrity policies.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

DATE	DETAILS	READINGS	ACTIVITIES/DUE DATES
Week 1 May 6-10	Welcome and Orientation to the Course Being weekly readings found in Course Content	Begin weekly readings under <i>Content</i>	Discussion Post: Introductions due May 10
Week 2 May 13-17	Strategic Importance of HRMS	See Week 2 Overview	Discussion Post: Strategic Importance of HRMS (aka Jan Streeton Videos) due May 17
Week 3 May 20-24	Strategic Importance of HRMS	See Week 3 Overview	Discussion Peer Response: Strategic Importance of HRMS (aka Jan Streeton Videos) due May 24
Week 4 May 27-31	Exploring HRMS software types and scope	See Week 4 Overview	Discussion Post: Web Quest due May 31
Week 5 June 3-7	Exploring HRMS software types and scope	See Week 5 Overview	Discussion Peer Response: Web Quest due June 7 Web Quest Report due June 7
Week 6 June 10-14	Planning and Design for HRMS	See Week 6 Overview	Discussion Post: Planning and Design due June 14
Week 7 June 17-21	Planning and Design for HRMS	See Week 7 Overview	Discussion Peer Response: Planning and design due June 21
Week 8 June 24-28	Planning and Design Quiz	See Week 8 Overview	Unit Quiz: available June 26-28
Week 9 July 1-5	Workforce Planning and Metrics Begin Major Assignment (Flower Shop ROI)	See Week 9 Overview	Discussion Post: Workforce Planning and Metrics due July 5
Week 10 July 8-12	Workforce Planning and Metrics continued Complete Major Assignment (Flower Shop ROI)	See Week 10 Overview	Discussion Peer Response: Workforce Planning and Metrics due July 12 Major Assignment (Flower Shop ROI) due July 12
Week 11 July 15-19	Big Data, Privacy and Legal Compliance	See Week 11 Overview	Discussion Post: Big Data due July 19
Week 12 July 22-26	Big Data, Privacy and Legal Compliance	See Week 12 Overview	Discussion Peer Response: Big Data due July 26
Week 13 July 29-Aug. 2	E-recruitment	See Week 13 Overview	Discussion Post: E-Recruitment due Aug. 2
Week 14 Aug. 5-9	E-recruitment	See Week 14 Overview	Discussion Peer Response: E-Recruitment due Aug. 9

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
<b>Quizzes and Exams</b> <ul style="list-style-type: none"> <li>Unit Quiz (Planning and Design)</li> </ul>	10%
<b>Individual Assignments</b> <ul style="list-style-type: none"> <li>Individual Report (Web Quest)</li> <li>Major Assignment (Flower Shop ROI)</li> </ul>	10% 25%
<b>Online Discussion Posts and Peer Feedback</b> <ul style="list-style-type: none"> <li>Strategic Importance of HRMS</li> <li>Exploring HRMS</li> <li>Planning and Design for HRMS</li> <li>Big Data, Privacy and Legal Compliance</li> <li>Workforce Planning and Metrics</li> <li>E-recruitment</li> </ul>	10% 10% 10% 10% 5% 10%
<b>TOTAL</b>	<b>100%</b>

### Percentage – Grade / Grade Point Equivalency

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a “D” grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: <http://camosun.ca/libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College’s Academic Integrity Policy. See Camosun’s (2021)

policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

## SCHOOL OR DEPARTMENTAL INFORMATION

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The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from:

<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

**Deadlines, exams, and assignments.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**Final exams:** Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from:

<http://camosun.ca/learn/calendar/current/procedures.html#academic>.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College

property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the

appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures"

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The

Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.