San José State University

School: College of Business
Department: Organization and Management
Course Number: Bus 152
Title: Human Resource Information Systems
Section: 1
Semester: Spring
Year: 2015

Instructor:	Nancy Da Silva
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Email:	Nancy.dasilva@sjsu.edu (please include course number in subject line)
Office Hours:	Thursdays 1:30-2:30pm
Class Days/Time:	Tuesdays and Thursdays 10:30-11:45am
Classroom:	BBC 305
Prerequisites:	Bus 150 or Instructor Approval

Canvas

Copies of the course materials such as the syllabus, major assignment handouts, etc. will be posted on Canvas. You are responsible for regularly checking the site. Some students have reported having problems using Canvas with Internet Explorer. I'd encourage you to use a different web browser such as Chrome, Firefox, Opera, or Safari.

Technical Help

For technical help, you can access any of the following resources.
SJSU Information Technology Support Services (ITSS) help desk: Password resets, login issues, email support, account requests: http://www.sjsu.edu/at/hd/support/
Canvas: http://www.sjsu.edu/at/ec/canvas/index.html or http://guides.instructure.com/
You can also submit a help ticket at
https://isupport.sjsu.edu/ecampus/ContentPages/Incident.aspx

Course Description

Business analytics is the scientific process of transforming data into insight to help an organization make better decisions. This course will focus on business analytics with a Human Resource focus. The class will cover topics such as survey development, sampling, analytical methods (both descriptive and predictive), and visualizing data. The course is a hands on applied course that will cover various popular software programs.

Course Goals and Student Learning Objectives

1. Learn the fundamentals of survey development and how to create an online survey
2. Learn the fundamentals of various statistical analyses (e.g., correlations, regression) and how to conduct them using statistical software packages
3. Learn the fundamentals of visualizing data and how to visualize data with popular software tools
4. Gain hands-on experience through realistic problems

Texts/Readings

Recommended Textbooks

There is NO required textbook for this course. However, there are two textbooks that are good supplemental books if you would like additional resources.

1. Tabachnick, B. G., & Fidell, L. S. (201) Using Multivariate Statistics. 6th edition. Pearson.

2. Camm, et al., (2014) Essentials of Business Analytics. 1st edition. Cengage Learning.

Other Readings

There will be documents posted on Canvas so please check the site regularly.

Library Liaison

Diana Wu Phone: 408 808-2087   Email: Diana.wu@sjsu.edu

Classroom Protocol

Class time will consist of mini-lectures followed by hands on application of the lecture concepts using various software programs. Students will be actively applying the concepts learned in class in the computer lab. Attendance is required.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at
http://www.sjsu.edu/advising/faq/index.html
Information about late drop is available at
http://www.sjsu.edu/aars/policies/latedrops/. Students should be aware of the current deadlines and penalties for adding and dropping classes.

Assignments and Grading Policy

Participation	10 points
Homework & In Class Assignments	20 points
Online Quizzes	20 points
Informational Interview	10 points
Group Project	20 points
Final Exam	20 points

Participation

It is critical that you attend class since the class topics build on one another. Class participation will be assessed.

Homework and In Class Assignments

Homework and in class assignments will be assigned throughout the semester. Late homework and assignments will not be accepted.

Online Quizzes

Online quizzes through Canvas will be given throughout the semester. Please check the greensheet for deadlines. The quiz closes at 9am on the data noted in the greensheet. No make-up quizzes will be given.

Informational Interview

The purpose of the informational interview is threefold. First, it will give you an opportunity to examine an occupation in depth that is of interest to you. Second, it will give you an opportunity to practice networking, which is an important business skill. And third, you will get some career advice that may be useful to you. The steps and format of the assignment are posted on CANVAS. This assignment is worth 10 points and is due online. The deadline is noted on the class schedule below.

Group Project

Groups will be assigned. Each group will create a short video describing 1 feature that we have not covered in class using one or more of the software programs we have been using. You can also use Excel even though we did not cover that in class. Each group must email by Thursday April 17th a 1-2 sentence description of the features that the group will be presenting. The presentation must be 10 minutes in length and must include the following information for each feature: (1) What is the new feature? (2) What software program has this feature? (3) What is the purpose of the feature? (4) Do any of the other software programs we have covered in class have a similar feature? The group is also expected to provide a step-by-step demonstration of the feature using the software. For the demonstration, the group can use a dataset from class, create their own dataset, or use a dataset from some other source.

Final Exam

A final exam will be administered during finals week. Details regarding the exam will be discussed in class. The final exam is required and cumulative.

Grade Distribution (Please note that there is no curving of grades)

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	59>
A	94-96	B	84-86	C	74-76	D	64-66		
A-	90-93	B-	80-83	C-	70-73	D-	60-63		

University Policies

Academic integrity

Students should know the University's Academic Integrity Policy that is available at
http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf

Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at
http://www.sa.sjsu.edu/judicial_affairs/index.html

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at
http:/www.sjsu.edu/larc/

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at
http://www.sjsu.edu/writingcenter/

Peer Mentor Center

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering "roadside assistance" to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required.

College of Business Program Goals:
(Not all program learning goals are covered in every course)

1. Business Knowledge

- Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.

2. Communication

- Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.

3. Ethical Awareness

- Recognize, analyze, and articulate solutions to ethical issues that arise in business.

4. Leadership, Teams and Diversity

- Comprehend the challenges and opportunities of leading and working in diverse teams and environments.

5. Critical Thinking

- Comprehend, analyze, and critically evaluate complex and unstructured qualitative and quantitative business problems, using appropriate tools and technology.

6. Innovation

- Recognize, analyze, and articulate strategies for promoting creativity and innovation.

College of Business Policies:

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

Eating:
Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

Cell Phones:
Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University.

Computer Use:
In the classroom, faculty allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

Academic Honesty:
Faculty will make every reasonable effort to foster honest academic conduct in their courses. They will secure examinations and their answers so that students cannot have prior access to them and proctor examinations to prevent students from copying or exchanging information. They will be on the alert for plagiarism. Faculty will provide additional information, ideally on the green sheet, about other unacceptable procedures in class work and examinations. Students who are caught cheating will be reported to the Judicial Affairs Officer of the University, as prescribed by Academic Senate Policy S04-12.

Bus 152 Human Resource Information Systems, Spring 2015 Course Schedule

Schedule is subject to change with fair notice through email.

WK	DAY	TOPICS	HOMEWORK OR QUIZ DUE ON THAT DATE (online quizzes close at 9am on the date below)
1	R. Jan. 22	Introduction	
2	T. Jan. 27	Class activity: Finding articles	
	R. Jan. 29	Lecture: Conducting Research	
3	T. Feb. 3	Class activity: Interpreting articles	Quiz on Library Tutorials
	R. Feb. 5	Job Satisfaction – whole class	
4	T. Feb. 10	Class activity: Creating a measure	Quiz on Interpreting an Article
	R. Feb.12	Lecture: Survey development	
5	T. Feb.17	Class Activity: Sampling	Quiz on Survey Development
	R. Feb.19	Lecture: Sampling	
6	T. Feb.24	Class Activity: Introduction to Qualtrics	Quiz on Sampling
	R. Feb.26	Catch up and charts in Qualtrics	
7	T. Mar.3	Class Activity: Advanced features in Qualtrics	Quiz on Qualtrics
	R. Mar.5	Lecture: Understanding Types of Data	
8	T. Mar.10	Class Activity: Data into SPSS (from different software programs and manually entering)	Quiz on Types of Data
	R. Mar.12	Lecture: Data Cleaning in SPSS	
9	T. Mar.17	Class Activity: Data Cleaning in SPSS	Quiz on Data Cleaning
	R. Mar.19	Lecture: Correlations	
10	T. Mar.24	**NO CLASS SPRING BREAK**	
	R. Mar.26	**NO CLASS SPRING BREAK**	
11	T. Mar.31	**NO CLASS: Cesar Chavez Day**	
	R. Apr.2	Class Activity: Correlations in SPSS	Quiz on Correlations
12	T. Apr.7	Guest speaker	
	R. Apr.9	**NO CLASS: Informational Interview**	
13	T. Apr.14	Class Activity: Regression in SPSS	Quiz on Interpreting Correlations
	R. Apr.16	Lecture: Graphs	Quiz on Regression
14	T. Apr.21	Class Activity: Tableau	Informational Interview Due
	R. Apr.23	Misleading Graphs	
15	T. Apr.28	Class Activity: Dashboards in Tableau	Quiz on Hans Rosling Video

	R. Apr.30	Catch up	
16	T. May 5	Class Activity: Putting it all together	Group Videos Due
	R. May 7	Class Activity: Putting it all together	
17	T. May 12	**REVIEW for Exam**	
	Wed. May 20	**Final Exam 9:45-12pm** (note: Date and time of exam may be different from our regular class. However, exam will be in regular classroom. You need to arrive within the first half hour of the exam time)	