CURRICULUM CHANGE PROPOSAL

APPROVAL PAGE

Proposal Title: Changes in the BBA in Management and Certificate in Human Capital Management

College: Business Administration   **Department: Marketing and Management**

DEPARTMENT CHAIR

I have read the enclosed proposal and approve this proposal on behalf of the department.

John
Hadjimarcou

Digitally signed by John
Hadjimarcou
Date: 2021.11.05 08:57:28 -06'00'

_____   _____

Signature   **Date**

COLLEGE CURRICULUM COMMITTEE CHAIR

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

_____   11/05/2021
                                 _____

Signature   **Date**

COLLEGE DEAN

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

_____   11/8/21
                                 _____

Signature   **Date**

UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: October 29, 2021

From: Dr. John Hadjimarcou, Chair, Department of Marketing and Management

John Hadjimarco u

Digitally signed by John Hadjimarcou Date: 2021.11.05 08:57:55 -06'00'

Through: Dr. John Hadjimarcou, Chair, Department of Marketing and Management

Through: Dr. James E. Payne, Dean, College of Business Administration

To: Dr. Andrew Fleck, Chair, Undergraduate Curriculum Committee

Proposal Title: Changes in the BBA in Management and Certificate in HCM

The Department of Marketing and Management proposes the deletion of two 1.5-hour courses (MGMT 3312A&B) and the addition of a 3-hour course in MGMT 3312 – Human Resource Information Systems in their place. The change is necessary to allow students to complete the course in one semester, which will enhance time to graduation and mitigate scheduling conflicts associated with the completion of two courses over two semesters. Moreover, the proposed change will accommodate the new workload policy in the College of Business Administration.

The following changes and associated documents are included in this proposal:
- Approval Page
- This memo
- Deletion of MGMT 3312A&B
- Addition of MGMT 3312
- MGMT 3312 course syllabus
- Proposed catalog changes: BBA in management (General Management and Human Resource Management)
- Proposed catalog changes: Certificate in human capital management (for business, non-business students)

COURSE DELETE FORM

All fields below are required

College : College of Business Administration Management   **Department** : Marketing and

Rationale for deleting the courses:
Both 1.5-hour courses below will be replaced with a new three-hour course (MGMT 3312).

Courses to be deleted: (You may list several on the same sheet)

Course Prefix and Number	Course Title
Ex. POLS 2310	**Introduction to Politics**
MGMT 3312A	Introduction to Human Resource Management Lab
MGMT 3312B	Employee Compensation and Benefits Lab

COURSE ADD

All fields below are required

College : Business Administration   **Department :** Marketing and Management

Rationale for adding the course:
The proposed course addresses the need for a course in the human resource information systems area. It also combines two separate courses into one course, which makes it much easier for scheduling purposes. Students will also benefit by completing the requirement in a single course and semester as opposed to being required to do this over two semesters.

All fields below are required

Subject Prefix and # MGMT 3312

Title (29 characters or fewer): Human Resource Info Systems

Dept. Administrative Code : 1850

CIP Code 52.1001

Departmental Approval Required ☐Yes ☒No

Course Level ☒UG   ☐GR   ☐DR   ☐SP

Course will be taught: ☒ Face-to-Face   ☐ Online   ☐ Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?" ☐Yes   ☒No

Grading Mode: ☒Standard   ☐Pass/Fail   ☐Audit

Description (600 characters maximum):
The course examines the application of information technology on the practice of human resource management. Topics include HR metrics, job analysis, job evaluation, HR planning, recruitment, selection, training and development, appraisal, compensation, etc. It includes computer laboratory exercises analyzing data related to HRM practices.

Contact Hours (per week):   3 Lecture Hours   Lab Hours   Other

Types of Instruction (Schedule Type): Select all that apply

☒A	Lecture		☐ H	Thesis
☐ B	Laboratory		☐ I	Dissertation
☐ C	Practicum		☐ K	Lecture/Lab Combined
☐ D	Seminar		☐ O	Discussion or Review (Study Skills)
☐ E	Independent Study		☐ P	Specialized Instruction
☐ F	Private Lesson		☐ Q	Student Teaching

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) :

Prerequisite(s):		
Course Number/ Placement Test	**Minimum Grade Required/ Test Scores**	**Concurrent Enrollment Permitted? (Y/N)**
MGMT 3311	D	N

Corequisite Course(s):	Equivalent Course(s):

Restrictions:	
Classification	
Major	ACCT, BAMA, BSAD, CIS, ECON, FIN, GENB, INBU, INFS, IS, MGMT, MKT, OSCM.

<p style="text-align:center;color:red;">**PROPOSED COURSE**</p>

<p style="text-align:center;">**THE UNIVERSITY OF TEXAS AT EL PASO**</p>

<p style="text-align:center;">**MGMT 3312**
Human Resource Information Systems</p>

COURSE DESCRIPTION

The goal of this course is to provide you with a thorough introduction to the field of Human Resource Information System (HRIS) and show how organizations today can leverage HRIS to make better people decisions and manage talent more effectively. This course includes the latest research and developments in the areas of HRIS justification strategies, HR technology, big data, and artificial intelligence. This course will provide you with an opportunity to explore topics related to HR metrics, job analysis, job evaluation, HR planning, recruitment, selection, training and development, performance evaluation, appraisal, compensation, and other HRIS strategic considerations.

CATALOG DESCRIPTION

The course examines the application of information technology on the practice of human resource management. Topics include HR metrics, job analysis, job evaluation, HR planning, recruitment, selection, training and development, appraisal, compensation, etc. It includes computer laboratory exercises analyzing data related to HRM practices.

TEACHING METHODOLOGY

This is a face-to-face course. The method of study for this course combines lectures and discussions, lab interactive exercises, case study, and online assignments.

REQUIRED TEXTBOOK

Human Resource Information System, 5th edition (2020)
Author: Richard D. Johnson, Kevin D. Carlson, and Michael J. Kavanagh
Publisher: SAGE Publications
ISBN-13: 978-1544396743

COURSE ASSIGNMENTS (Tentative)

- HRIS interactive application exercises (from the MGMT 3312A/B course)
- Team project
- Case study/analysis
- Exam

Range	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
< 60	F

GRADING

COURSE TOPICS

Part 1: Human Resource Information Systems
1. The Evolution of HRM and HRIS
2. Systems Considerations in the Design of an HRIS

Part 2: Managing HRIS Implementations
3. The Systems Development Life Cycle and HRIS Needs Analysis
4. System Design and Acquisition
5. Change Management and System Implementation
6. Cost-Justifying HRIS Investments

Part 3: Human Resource Information Systems Applications
7. HR Administration and HRIS
8. Talent Management and HR Planning
9. Recruitment and Selection in an Internet Context
10. Training and Development
11. Rewarding Employees and HRIS
12. Strategic Considerations in HRIS

Part 4. Advanced HRIS Applications and Future Trends
13. HRIS and International HRM
14. HR Metrics and Workforce Analytics
15. HRIS Privacy and Security
16. The Role of Social Media in HR
17. The Future of HRIS

BBA in Management

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Entrepreneurship

BBA in management (entrepreneurship) graduates acquire the knowledge, skills, and abilities to conceive business ideas and create new businesses. Entrepreneurship graduates either start their own businesses or work as part of an intrapreneurial team in a larger company. If independence and flexibility are what you look for in a career, then entrepreneurship can deliver on that by allowing you to pursue your own independent career and be your own boss with unlimited income opportunities.

General Management

BBA in management (general management) graduates acquire the knowledge, skills, and abilities to pursue lifelong learning with many career options. They typically enter the workforce at the assistant manager position or team leader at many organizations across many industries. They are responsible for planning and managing the operations of a single business unit or an entire organization.

Human Resources Management

BBA in Management (Human Resources) graduates acquire the knowledge, skills, and abilities to effectively manage an organization's employees. HRM professionals perform such activities as compensation, benefits, training and development, staffing, strategic HR management, among others. HRM graduates frequently work at large employers in all major industries.

Marketable Skills

Students in **Entrepreneurship** will develop the following marketable skills:
- Confidence: Be self-assured through appreciating your own talents, abilities, skills, and qualities

- Critical thinking: Analyze and evaluate issues in order to solve problems and develop informed opinions
- Entrepreneurship: Develop, organize, and manage ideas and opportunities turning them into new products, services, firms, or industries
- Leadership: Step up, think, and act critically and creatively to bring others together to accomplish a common task
- Problem-solving: Find solutions to difficult or complex issues
- Social skills: Effectively use body language, verbal and non-verbal communication skills, and personal appearance to communicate and interact with others

Students will also gain analytical skills, small business management, startup funding knowledge, innovation, and creativity.

Students in **General Management** will develop the following marketable skills:
- Communication: Reach mutual understanding through effective exchange of information, ideas, and feelings

- Critical thinking: Analyze and evaluate issues in order to solve problems and develop informed opinions

- Global awareness: Understand and appreciate people, cultures, and ideas from around the world that impact our community

- Leadership: Step up, think, and act critically and creatively to bring others together to accomplish a common task

- Organization: Use resources effectively and efficiently in order to stay focused on different tasks

- Teamwork: Participate as an effective, efficient member of a group in order to meet a common goal

Additionally, students will gain social responsibility and strategic planning.

Students in **Human Resources Management** will develop the following marketable skills:
- Communication: Reach mutual understanding through effective exchange of information, ideas, and feelings
- Critical thinking: Analyze and evaluate issues in order to solve problems and develop informed opinions
- Leadership: Step up, think, and act critically and creatively to bring others together to accomplish a common task
- Listening: Be able to accurately receive and interpret messages during a conversation

- Social skills: Effectively use body language, verbal and non-verbal communication skills and personal appearance to communicate and interact with others
- Stress management: Be able to identify causes of stress, identify effective coping mechanisms, and take action to change the situation

Students will also gain emotional intelligence, teamwork, writing, and organization skills.

Degree Plan

BBA in Management with a Concentration

Required Credits: 120

Code	Title	Hours
Business Designated Core (All courses require a C or better.)		
Complete the Business Designated Core requirements.		
University Core Curriculum		
Complete the University Core Curriculum requirements.		42
Business Foundation (All courses require a C or better.)		
Required Courses:		
ACCT 2301	Principles of Accounting I	3
ACCT 2302	Principles of Accounting II	3
ECON 2304	Principles of Economics	3
QMB 2301	Fundamentals of Bus Statistics	3
Math Elective:		
Select one of the following:		3-4
MATH 1411	Calculus I	
MATH 2301	Math for Social Sciences II	
Business Core		

Code	Title	Hours
Required Courses:		
BLAW 3301	Legal Environment of Business	3
BUSN 3304	Global Business Environment	3
or BUSN 3305	Global Busn Environ-Study Away	
ECON 3310	Managerial Economics	3
or ECON 3320	Money and Banking	
FIN 3310	Business Finance	3
MGMT 3303	Intro-Mgmt/Organizational Beha	3
MGMT 4300	Strategic Management	3
MKT 3300	Principles of Marketing	3
OSCM 3321	Production/Operations Mgmt	3
QMB 3301	Quantitative Methods in Bus	3
Concentration		
Complete one of the following concentrations		24
Minor		
Select a Business minor or certificate		12
Total Hours		**120-121**

Course List

Concentrations
Entrepreneurship
General Management

Code	Title	Hours

Required Courses:

Code	Title	Hours
MGMT 3306	Entrepreneurship	3
MGMT 3311	Intro to Human Resource Mgmt	3
~~MGMT 3312A~~	~~Intro to Human Resorc Mgmt Lab~~	~~1.5~~
~~MGMT 3312B~~	~~Employee Comp and Benefits Lab~~	~~1.5~~
MGMT 3312	**Human Resource Information Systems**	**3**
MGMT 3320	Small Business Management	3
MGMT 4337	Compensation/Employee Benefits	3
Select nine hours of upper division MGMT from the following:		9
MGMT 3304	Organization Development	
MGMT 3310	Creativity and Innovation	
MGMT 3315	Employee and Labor Relations	
MGMT 4304	Human Resource Training/Develp	
MGMT 4306	Franchising	
MGMT 4325	International Management	
MGMT 4396	Internship in Management	
MGMT 4398	Independent Study in Managemen	
MGMT 4399	Current Topics in Management	
OSCM 3335	Project Management	
Total Hours		**24**

Course List

Human Resource Management

Code	Title	Hours

Required Courses:

Code	Title	Hours
MGMT 3311	Intro to Human Resource Mgmt	3
~~MGMT 3312A~~	~~Intro to Human Resorc Mgmt Lab~~	~~1.5~~
~~MGMT 3312B~~	~~Employee Comp and Benefits Lab~~	~~1.5~~
MGMT 3312	**Human Resource Information Systems**	**3**
MGMT 3315	Employee and Labor Relations	3
MGMT 4304	Human Resource Training/Develp	3
MGMT 4315	Human Resource Staffing/Plan	3
MGMT 4337	Compensation/Employee Benefits	3
Select six hours of upper division MGMT from the following:		6
MGMT 3304	Organization Development	
MGMT 3306	Entrepreneurship	
MGMT 3310	Creativity and Innovation	
MGMT 3315	Employee and Labor Relations	
MGMT 3320	Small Business Management	
MGMT 4304	Human Resource Training/Develp	
MGMT 4306	Franchising	
MGMT 4315	Human Resource Staffing/Plan	
MGMT 4320	Corporate Entrepreneurship	
MGMT 4325	International Management	
MGMT 4337	Compensation/Employee Benefits	
MGMT 4396	Internship in Management	
MGMT 4398	Independent Study in Managemen	
MGMT 4399	Current Topics in Management	

Code	Title	Hours
Total Hours		**24**

Course List

Business Designated Core

Other Content

Undergraduate Certificate in Human Capital Management

The Undergraduate Certificate in Human Capital Management (HCM) requires 12 Semester Credit Hours (SCH) of coursework after prerequisites have been satisfied.

This program offers students a broad application-oriented view of HCM, addressing the role that HR plays in modern organization as much as more complex, dynamic, and strategic element of the investment in human resources. An important part of HCM is the management of employee data, which allows a company to gain deeper insights into employee performance gaps that can be mitigated through better designed and targeted programs.

Admission Requirements

Students will be admitted into the Certificate in HCM Program on a competitive basis. Business students must complete MGMT 3303 Intro-Mgmt/Organizational Beha with a minimum grade of B *prior* to admission. Non-business majors must have completed the following courses *prior* to admission with a minimum grade of B in each course:MATH 1320 Math for Social Sciences I and MGMT 3303 Intro-Mgmt/Organizational Beha.

Degree Plan

Business Students

Code	Title	Hours
MGMT 3303	Intro-Mgmt/Organizational Beha *	3
MGMT 3311	Intro to Human Resource Mgmt	3
~~MGMT 3312A~~	~~Intro to Human Resorc Mgmt Lab~~	~~1.5~~
MGMT 3312	**Human Resource Info Systems**	**3**
MGMT 4337	Compensation/Employee Benefits	3
~~MGMT 3312B~~	~~Employee Comp and Benefits Lab~~	~~1.5~~
MGMT 4315	Human Resource Staffing/Plan	3
Total Hours		**15**

Course List

Non-Business Students

Code	Title	Hours
MATH 1320	Math for Social Sciences I *	3
MGMT 3303	Intro-Mgmt/Organizational Beha *	3
MGMT 3311	Intro to Human Resource Mgmt	3

Code	Title	Hours
MGMT 3312	**Human Resource Info Systems**	**3**
~~MGMT 3312A~~	~~Intro to Human Resorc Mgmt Lab~~	~~1.5~~
MGMT 4337	Compensation/Employee Benefits	3
~~MGMT 3312B~~	~~Employee Comp and Benefits Lab~~	~~1.5~~
MGMT 4315	Human Resource Staffing/Plan	3
Total Hours		**18**

Course List

Must be completed with a grade of B prior to admission in the HCM Academy.