|  |  |
| --- | --- |
| Title | **Organize business processes related to human resource management** |
| Level | **2** | **Credits** | **26** |

|  |  |
| --- | --- |
| Purpose | The module explores the basic Human Resource Management (Management of the Organization’s Work Force) principles; maintain records for professional work, competency, and relevant information for the use of strategic management. |

|  |  |
| --- | --- |
| Classification ISCED | 0611 Computer use |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E1.Dvelop Familiarity with Human Resource Management** | **The trainee should be able to:****P1**. Keep Employees record updated.**P2**. Provide assistance in calculation of Payroll of the company.**P3**. Provide due assistance in developing and approving company policies including but not limited to Compensation policy, leave policy, Training assessment, writing of ACR, etc.**P4**. Update the Employee records (Education, Area of Expertise, Contact numbers, address, etc.)**P5**. Provide assistance to accounts department for Salary calculations against entries in attendance system. | **K1**. Define common Human Resource Management terminologies e.g. employee retention, fringe benefits, Responsibility Assignment Matrix, etc.**K2**. Understand the working of Human Resource management Information System. |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E2. Keep Human Resource Management Record** | **The trainee should be able to****P1**. Design and create organization’s employees database.**P2**. Update daily attendance (Punctuality, Regularity) record of each worker in database.**P3**. Keep the accounts related information of each employee.**P4**. Maintain the performance assessment of every individual.**P4.** Calculate employees’ salaries by applying different mathematical formulas, e.g. per hour work rate, calculation of daily allowance, etc. | **K1**. Learn generic database preferably in MS Access, using form (may have more than one table) to keep the employee records from their respective profiles.**K2**. Understand daily working hours for every worker in an excel sheet.**K4.** Learn to maintain quantitative performance assessment remains confidential by protecting word documents. |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **E3. Develop Administrative Skills** | **The trainee will be able to: P1**. Maintain Office Records.**P2**. Manage Company files/folders (Soft copy).**P3**. Provide assistance for Electronic Office / Digital Work Flow Environment.**P4**. Provide assistance in preparing the corporate presentations. | **K1**. Learn to design and develop company database to keep the Official correspondence records for Receive and issuance of signed documents Letters, Applications, reports, etc.**K2**. Learn how to maintain the soft copies of the company official data in a secret place. Ensure its confidentiality, Integrity and Availability.**K3**. Learn to use scanners and Printing procedures to employees. |
| **E4. Prepare Power Point Presentations** | **The trainee will be able to: P1**. Create slides.**P2**. Apply animation and transition effects on slides.**P3**. Import Picture and Video Graphic effects.**P4**. Incorporate Audio and Video controls.**P5**. Perform text editing (format) features.**P6**. Familiar with Design, Transition, Animation and Slide Show tabs of the Microsoft® PowerPoint | **K1**. Learn to design a Slide by selecting appropriate slide layoute.g. Section Header, Two Content, Comparison, and Content with caption.**K2**. Learn to link different animations effects e.g. fade, split, etc. on graphic objects.**K3**. Understand how to Adjust Audio and Video controls on a slide.**K4**. Learn to play Slide show by selecting different transitions, e.g. reveal, wipe, etc.**K5**. Understand the text formatting features, available on mouse right click button. |

|  |  |  |
| --- | --- | --- |
|  |  | **K6**. Learn how to protecting a PowerPoint presentation with a specific password. |