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

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| 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. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **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. |

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| **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. |

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| **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 layout  e.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. |

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