

## MADRAS SCHOOL OF SOCIAL WORK

### CERTIFICATE COURSE DETAILS

1. Name of the Course: Human Resource Information Systems
2. Department Offering the Course: MSW (Aided)
3. Brief Description of the Course:

This course introduces the design, selection, implementation, enhancement and operation of HRIS, a complete computer-based tool that allows the efficient entry and updating of employee-related information. This course also surveys the effective use and application of internet/intranet technologies for HR functions.

4. Resource Team: Mr. Prasanna, Senior Manager - MAFOI Consultants
5. Schedule of classes:

Date (Day)	Time	
	From	To
27 <sup>th</sup> August	8 AM	2 PM
3 <sup>rd</sup> September	8 AM	2 PM
10 <sup>th</sup> September	8 AM	2 PM
17 <sup>th</sup> September	8 AM	4 PM
24 <sup>th</sup> September	8 AM	12 PM

6. Venue: Lecture Halls, MSSW
7. Name of the Course Coordinator: P. Sivapragasam, Assistant Professor, PG Dept. of Social Work (Aided), Madras School of Social Work. Contact: 9884348588. Email: [sivapragasam.p@mssw.in](mailto:sivapragasam.p@mssw.in)

## Certificate programme in Human Resource Information System

### About the Course

This course introduces the design, selection, implementation, enhancement and operation of human-resource information systems (HRIS), a computer-based tool that allows the efficient entry and updating of employee-related information. The focus is on the design and use of HRIS to facilitate the objectives of HR functions and of the organization. Students participate in a “hands-on” experience with the design of prototype simulations and database programming systems used to solve common HR problems and efficiently manage employee information. A detailed outlay of the course is given below.

Content	Hrs
<b>Day One:</b> Introduction to HRM and HRIS: Evolution of HRIS, Interface between Technology and HR, HRIS life cycle, HRs role, IT role, Challenges, Platform choice, etc	2
HRIS planning: Determine HRIS need, HR Goals & Objectives, System requirement, Documenting existing system, HR Technology, Planning and Implementation	2
Practical Session – Lab sessions	2
<b>Day Two:</b> Application and Module, Requisites for Implementing Module, Recruitment, EAD, Payroll, Leave Absense, Benefits, HR Administration, Travel, Portal, Training and Development, Retirement, Reporting, etc	2
Practical Session – Lab sessions	4
<b>Day Three:</b> Implementation: HRIS Life cycle, Design Build, Project team, Testing, Deploying, and HR operations (post implementation support), HR Data security, Post Outsourcing	2
Technology for HR: SAS, Web 2.0, Enterprise portal, Free tools available for HR for collaboration, Training, LMS, online recruitment softwares, performance management, compensation	2
<b>Day Four:</b> Company Visits for Field Survey on HRIS	8
<b>Day Five:</b> Evaluation & Certification	4
<b>Total Hours</b>	<b>30</b>

### Scheduling Details

**Duration:** 27<sup>th</sup> August – 24<sup>th</sup> September **(All Saturdays)**

**Time:** 8 AM – 2 PM

**Venue:** Lecture Halls, MSSW Campus

**Resource Team:** MAFOI Consultants

#### **For Further Details:**

Mr. P. Sivapragasam, (Course Coordinator),  
Assistant Professor, PG Dept. of Social Work (Aided)  
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