



MICROSOFT TRAINING

Oracle Hrms Training Certification Courses

Master Oracle HRMS to streamline human resource operations and boost organizational efficiency.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This concise 2-hour Oracle HRMS Training Certification course provides a foundational yet comprehensive overview of Oracle Human Resources Management System, designed for professionals seeking to quickly grasp its core functionalities. You will explore key modules such as HR Foundation, Employee Self-Service, and basic reporting, understanding how Oracle HRMS streamlines critical HR operations from employee data management to payroll support and absence tracking. Despite its brevity, this intermediate-level course equips participants with the essential knowledge to navigate and effectively utilize the Oracle HRMS platform in their daily roles. The course emphasizes practical application and understanding of Oracle HRMS within an enterprise context, preparing you to contribute more effectively in organizations leveraging this robust HR solution. By the end of this training, you will be proficient in accessing and managing employee information, utilizing self-service features, and generating basic HR reports, significantly enhancing your efficiency and value within any HR-centric environment. While the vendor is Microsoft, this course focuses entirely on the practical aspects and user-level understanding of Oracle HRMS itself, offering a unique perspective on leveraging this system within broader IT ecosystems.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Oracle HRMS & Navigation

- Overview of Oracle Human Resources Management System (HRMS) capabilities
- Key components and architecture of Oracle HRMS
- Navigating the Oracle HRMS user interface
- Understanding common Oracle HRMS terminology and concepts

02 Module 2: Core HR Functions & Employee Data Management

- Managing employee records: Personal and employment details
- Understanding job, position, and organization structures
- Processing new hires, transfers, and terminations (user perspective)
- Basic search and inquiry functionalities

03 Module 3: Employee Self-Service & Basic Reporting

- Utilizing Employee Self-Service (ESS) features: Updating personal information
- Managing leave requests and absence reporting via ESS
- Accessing payslips and benefits information
- Generating standard HR reports and data exports (basic level)

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **HR Generalist utilizing Oracle HRMS for employee lifecycle management**
- > **Payroll Administrator (User) managing compensation and benefits within Oracle HRMS**

> HR Business Partner leveraging Oracle HRMS data for strategic decision-making

FREQUENTLY ASKED QUESTIONS

Q: What level of prior Oracle HRMS experience is required for this 2-hour course?

This intermediate-level course is designed for individuals with minimal to no prior direct experience with Oracle HRMS, but who possess a foundational understanding of general HR processes. Its condensed format focuses on practical user-level skills, making it ideal for HR professionals, administrators, or managers looking for a rapid introduction to navigating and utilizing the system effectively.

Q: Given the 'Microsoft' vendor, does this course cover integration with Microsoft products?

While the course is offered by Microsoft, its primary focus is on the core functionalities and user experience of Oracle HRMS itself. This 2-hour certification course will not delve into technical integrations with Microsoft products. Instead, it aims to provide a clear, concise understanding of Oracle HRMS operations for professionals who will be using the system within various enterprise IT landscapes.

Q: What specific skills will I gain that can immediately impact my HR role after completing this short course?

Upon completion, you will be able to confidently navigate the Oracle HRMS interface, effectively manage and retrieve employee data, utilize critical employee self-service features, and generate basic HR reports. These practical skills will immediately enhance your efficiency in day-to-day HR operations, improve data accuracy, and enable you to better support HR initiatives within an Oracle HRMS environment.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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