South Central College

SBMT 2612  Computerization of Human Resources Records

Course Outcome Summary

Course Information

| Description                                                                 | This class is designed to develop the skills necessary to establish, run and maintain a computerized human resources record system. It will concentrate on selection and configuration of software, information selection and location, data entry, records and reports, and data verification and protection. |
| Total Credits                                                              | 3 |
| Total Hours                                                                | 36 |

Institutional Core Competencies

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. 1)Creation of an employee record system using a computerized program

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.