

# Postgraduate Certificate Information Systems Applied to Human Resources





## Postgraduate Certificate Information Systems Applied to Human Resources

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

Target Group: university graduates and professionals  
in the fields of human resources, labor relations and psychology,  
who wish to deepen their knowledge in this field.

Website: [www.techtute.com/in/school-of-business/postgraduate-certificate/information-system-applied-human-resources](http://www.techtute.com/in/school-of-business/postgraduate-certificate/information-system-applied-human-resources)

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# 01 Welcome

Today, organizations and companies of all sectors and sizes are fully aware of the importance of human capital to their success. In this sense, Human Resources play a very important role, since they are the ones who take care of and guarantee the well-being within the company promoted by a good relationship between all the parties involved in the company. However, for this to be possible, it is essential to perform an optimal management of information systems as a means to ensure the maintenance of data and security within the organization. This program will provide the professional with the necessary skills to enter a labor market that is increasingly demanding experts in the field.



Postgraduate Certificate Information Systems Applied to Human Resources.  
TECH Technological University



“

*With this program, you will achieve the professional success you so deserve because it is specially designed to train true experts in the field”*

02

# Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class centre for intensive managerial skills training.





“

*TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"*

## At TECH Technological University



### Innovation

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



### The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

**95%** | of TECH students successfully complete their studies



### Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

**100,000+**  
executives trained each year

**200+**  
different nationalities



### Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

**500+** | collaborative agreements with leading companies



### Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



### Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.





TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



### Analysis

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TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



### Academic Excellence

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TECH offers students the best online learning methodology. The university combines the Relearning methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.



### Economy of Scale

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TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a groundbreaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.



### Learn with the best

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In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



*At TECH you will have access to Harvard Business School case studies"*

03

# Why Our Program?

Studying this TECH program means increasing the chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. Students will learn from the best teaching staff and with the most flexible and innovative educational methodology.



“

*We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you training of the highest academic level"*

This program will provide students with a multitude of professional and personal advantages, particularly the following:

**01**

### A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

*70% of participants achieve positive career development in less than 2 years.*

**02**

### Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

*Our global vision of companies will improve your strategic vision.*

**03**

### Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

*You will work on more than 100 real senior management cases.*

**04**

### Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

*45% of graduates are promoted internally.*

05

### Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

*You will find a network of contacts that will be instrumental for professional development.*

06

### Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

*20% of our students develop their own business idea.*

07

### Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

*Improve your communication and leadership skills and enhance your career.*

08

### Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

*We give you the opportunity to train with a team of world renowned teachers.*

# 04 Objectives

The objectives of this program are based on alleviating the educational needs of Work Relationships professionals in this field. In this sense, a complete and optimal training has been realistically established to lead the student to educational excellence and to propel him/her to achieve an efficient progression in his/her professional career. For all these reasons, this program will be a journey of personal and professional growth that will lead him/her to the highest quality in his/her intervention as a Human Resources professional with a thorough understanding of the functioning of information systems.





“

*If your goal is to expand your professional career as an Information Systems specialist in HR, then you should consider a career in HR with qualifications that will enable you to compete among the best, look no further. This training will give your career the boost it needs”*

TECH makes the goals of their students their own goals too.  
Working together to achieve them.

The Postgraduate Certificate in Information Systems Applied to Human Resources enables students to:

01

In-depth knowledge of the different ways of managing the work environment

04

Understand the functioning of competitive advantages in the work environment

02

In-depth knowledge of the different ways of approaching business communication

03

Deepen in gender equality as a means to preserve a good work environment



05

Know how to apply the legal system to solve practical cases

06

Discover the evolution of information systems applied to Human Resources

07

Using apps for digital recruitment and selection

08

Collecting, storing and maintaining the data necessary for an effective organization



05

# Structure and Content

The syllabus of this Diploma has been designed and created by a team of specialists in the field to respond, in a specific way, to the needs of Human Resources professionals. This compendium of content has also been designed with a focus on applied learning, which will allow professionals to successfully intervene, by means of a broad vision connected to real environments in the profession. Therefore, this syllabus will become the student's main asset when it comes to successfully entering a labor market that increasingly demands more and more professionals specialized in the field.



“

*A complete training program created to offer the professional an efficient and fast learning process, compatible with his personal and professional life"*

## Syllabus

Currently, organizations of all sizes and sectors are becoming aware that Human Resources asset in within companies, and is also the master key to achieving the growth goals set. This is largely due to the union that is created between the company and its workers, which, if created correctly, can exponentially promote productivity in the processes.

However, for this to be possible, it is essential to ensure a good working environment. Therefore, in this complete program, created by TECH professionals, the professional will find a definitive guide to become a true expert in the information systems that help maintain a good organizational climate and enhance the Human Resources department.

During the course of the qualification, all aspects that are key and fundamental to gathering, storing and maintaining the data necessary for an effective organization will be brought together. This will allow mitigating possible information losses, while ensuring that there are no possible legal problems due to information and data leaks.

On the other hand, the Postgraduate Certificate will delve into the evolution of information systems applied to Human Resources. This will allow the student to learn how the flow of data has been managed in organizations of different sizes and sectors throughout history, and what is the future perspective for the management, maintenance and safeguarding of data in the company. All this in a 100% online format, with a wealth of audiovisual resources, complementary readings and practical exercises

This program takes place over six weeks and is delivered entirely online.

### Module 1.

### Information Systems Applied to Human Resources





### Where, When and How is it Taught?

TECH offers the possibility of developing this Postgraduate Certificate in Information Systems Applied to Human Resources completely online. Over the course of 6 weeks, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

*A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.*

**Module 1. Information Systems Applied to Human Resources**

**1.1. Evolution of Information Systems Applied to Human Resources (SIRH)**

- 1.1.1. Introduction
- 1.1.2. The Intranet as an Internal Communication Tool
- 1.1.3. E-Learning Techniques in Corporate Training

**1.2. Management, Implementation and Improvement of the Integrated Human Resources System (SIRH)**

- 1.2.1. The Functionality of Enterprise Resource Planning (ERP) Systems in the Human Resources Area
- 1.2.2. Monitoring and Evaluation of Management Systems

**1.3. Office Automation Implementations in the Human Resources Department**

- 1.3.1. Word Processing Software
- 1.3.2. Computer Applications and Spreadsheets
- 1.3.3. Relational Database Software Applications
- 1.3.4. Computer Applications in the Management of Salary Receipts

**1.4. Specific Applications for Digital Recruitment**

- 1.4.1. E-Recruitment in the Social Media Environment
- 1.4.2. Gamification Processes in E-Recruitment

**1.5. Digital Selecting the Applications**

- 1.5.1. Internet in Personnel Selection
- 1.5.2. Digital Applications in Selection Interview Techniques

**1.6. Specific Applications for Labor Performance Management Analysis**

- 1.6.1. Criteria for Management of Performance
- 1.6.2. Information Applications and Measures
- 1.6.3. Follow-Up of the Implementation of Measures

**1.7. Knowledge Management Applications**

- 1.7.1. Introduction to Knowledge Management
- 1.7.2. Architecture in Knowledge Management
- 1.7.3. Search and Customization Tools (Corporate Portals, Simulation Tools and Software)

**1.8. Technology Applied to Video Talent Development**

- 1.8.1. Training and Talent Development Process
- 1.8.2. Choice of Technological Methods for Information Delivery

**1.9. Technologies Applied to the Guidance and Training of Professionals**

- 1.9.1. Introduction to Mentoring and Coaching
- 1.9.2. Applications Digital Training
- 1.9.3. Field of Interaction

**1.10. Organization in Human Resources**

- 1.10.1. Legal
- 1.10.2. Cybercrime and Cybervictimization





# 06

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

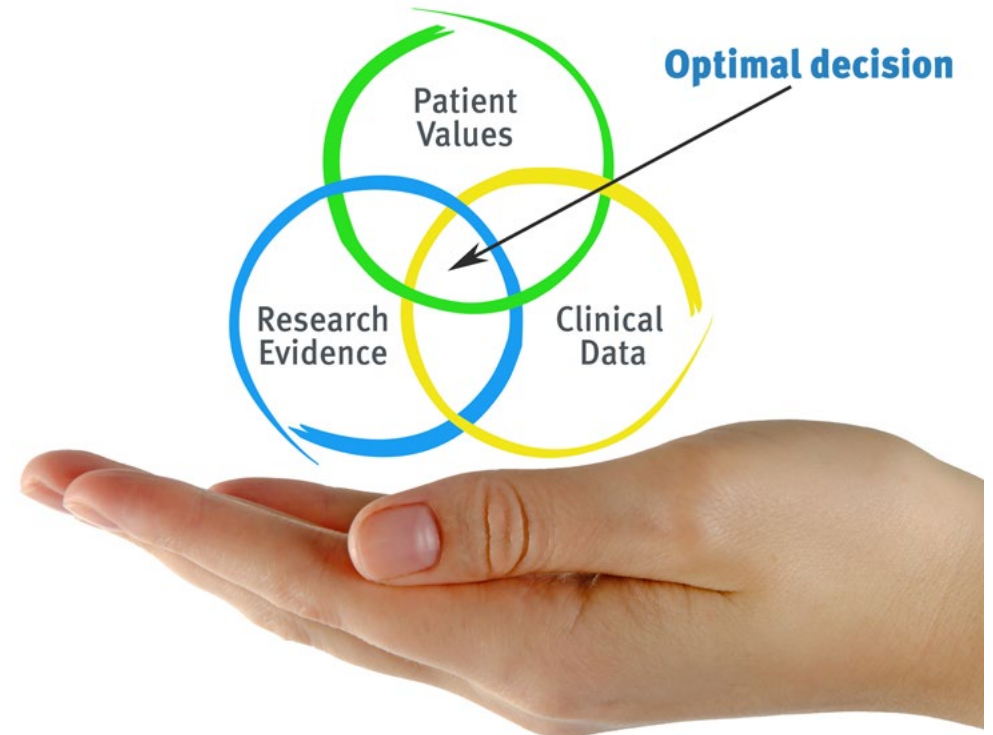


## TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.



*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"*



*This program prepares you to face business challenges in uncertain environments and achieve business success.*





## A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

“

*You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments”*

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

*Our program prepares you to face new challenges in uncertain environments and achieve success in your career.*

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.







### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



07

# Our Students' Profiles

The Postgraduate Certificate in Information Systems Applied to Human Resources is a program aimed at professionals in labor relations, Human Resources and psychology who want to update their knowledge in the field of Systems Information Systems Applied to Human Resources Management and advance their professional career towards a promising future in this field. The compendium of knowledge they will acquire after completing this comprehensive program will enable them to practice in the field with guarantees of success and to position themselves as experts in digital entrepreneurship.







“

*If you want to achieve an interesting improvement in your professional career while continuing to work, this is the program for you"*

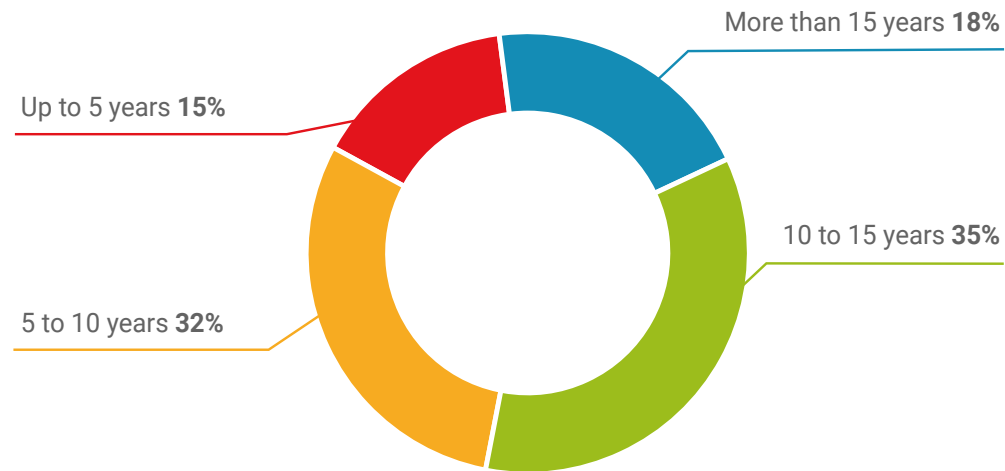
### Average Age

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Between **35** and **45** years old

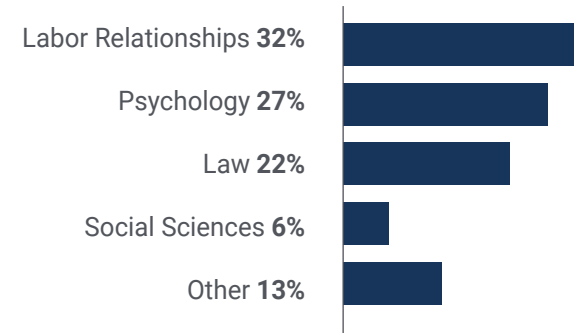
### Years of Experience

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### Training

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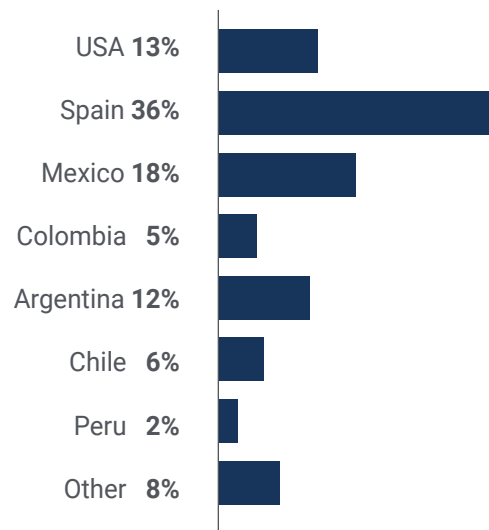
### Academic Profile

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## Geographical Distribution

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## Lara Ramos

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PR Technician Resources

*"This Postgraduate Certificate has been a pleasant discovery. I have learned a lot of interesting things and now I feel much more prepared to practice my profession as a Human Resources professional in a more effective way"*

08

# Impact on Your Career

TECH is aware that studying a program like this entails great economic, professional and, of course, personal investment.

The ultimate goal of this great effort should be to achieve professional growth. And do so efficiently.



“

*Our challenge is to generate a positive change in your professional career. We are fully committed to helping you achieve it"*

*The completion of the Postgraduate Certificate in Information Systems Applied to Human Resources will allow you to advance in your profession.*

### Are you ready to take the leap? Excellent professional development awaits you.

With this training, professionals will be able to advance drastically in their profession, although there is no doubt that, in order to do so, they will have to make an investment in different aspects, such as economic, professional and personal areas.

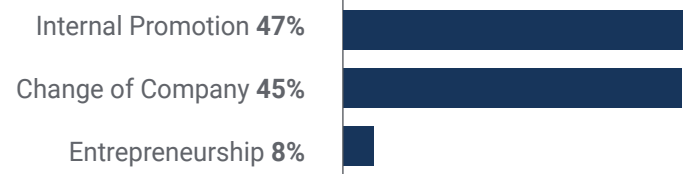
However, the goal is to improve in your professional life and, to do so, it is necessary to trained.

*Thanks to this program you will receive a large number of job offers with which you will be able to start your professional growth.*

#### Time of change



#### Type of change





### Salary increase

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This program represents a salary increase of more than **25.22%** for our students



09

# Benefits for Your Company

The Postgraduate Certificate in Information Systems Applied to Human Resources contributes to elevate the organization's talent to its maximum potential through the specialization of high-level leaders. Therefore, participating in this educational program will not only improve you on a personal level, but, above all, on a professional level, enhancing your education and improving your managerial skills. However, it is also a unique opportunity to access a powerful network of contacts in which to find future professional partners, customers or suppliers.



“

*You will have the right knowledge to offer the company innovative management strategies”*

Developing and retaining talent in companies is the best long-term investment.

01

### Intellectual Capital and Talent Growth

Bring new concepts, strategies and perspectives to the company that can bring about relevant changes in the organization.

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02

### Retaining high-potential managers Avoiding talent drain

This program strengthens the link between the company and the executive and opens new avenues for professional growth within the company.

03

### Building agents of change

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

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04

### Increased international expansion possibilities

Thanks to this program, the organization will come into contact with the main markets in the world economy.



05

### **Project Development**

You will be able to work on a real project or develop new projects.

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06

### **Increased competitiveness**

This program will equip students with the skills to take on new challenges and drive the organization forward.

# 10 Certificate

The Postgraduate Certificate in Information Systems Applied to Human Resources guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.





“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Information Systems Applied to Human Resources** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The certificate issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations and professional career evaluation committees.

Title: **Postgraduate Certificate Information Systems Applied to Human Resources**

Official N° of Hours: **150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper certificate issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



## Postgraduate Certificate Information Systems Applied to Human Resources

- » Modality: **online**
- » Duration: **6 weeks**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

# Postgraduate Certificate

## Information Systems Applied to Human Resources