Audit & Governance · AG446

Oracle HCM Cloud Fundamentals for HR Operations Coordinators

Duration	Category	Ref
1 Week	**Audit & Governance**	**AG446**
Language	Certificate	
English	**Certificate of attendance**	

Introduction:

Oracle HCM Cloud Fundamentals for HR Operations Coordinators is a foundation-level course designed to provide HR professionals and coordinators with an understanding of Oracle Human Capital Management (HCM) Cloud concepts and functionalities. The course focuses on how Oracle HCM supports HR operations, employee lifecycle management, workforce administration, and HR decision-making.

Participants will gain knowledge of Oracle HCM modules, HR processes, data management concepts, and reporting capabilities without focusing on technical configuration or practical system implementation.

Course Objectives:

By the end of this course, participants will be able to:

- Understand the fundamentals of Oracle HCM Cloud and its role in HR operations.
- Gain awareness of Oracle HCM modules and their business functions.
- Understand employee lifecycle processes within Oracle HCM.
- Learn key concepts related to workforce administration and HR data management.
- Understand organizational structures, roles, and responsibilities in Oracle HCM.
- Explore reporting and analytics concepts for HR operations.
- Improve understanding of HR processes supported by cloud-based solutions.
- Recognize best practices for using Oracle HCM in modern HR environments.

Target Audience:

This course is designed for:

- HR/HC Coordinators
- HR Operations Specialists
- HR Administrators
- HR Assistants
- Personnel and Workforce Management Professionals

- Business Coordinators supporting HR systems
- Professionals seeking foundational knowledge of Oracle HCM Cloud

Course Outline

Day 1

Introduction to Oracle HCM Cloud

- Overview of Oracle HCM Cloud
- Role of Oracle HCM in HR operations
- Oracle Fusion HCM ecosystem overview
- Understanding HR digital transformation
- Key Oracle HCM concepts and terminology

Day 2

Core HR and Workforce Administration

- Overview of Core Human Resources
- Employee records and workforce information management
- Organizational structures, jobs, and positions
- Employee lifecycle processes
- HR operational workflows

Day 3

Oracle HCM Talent and Workforce Modules

- Overview of Talent Management
- Recruitment and onboarding concepts
- Performance management overview
- Learning and development concepts
- Workforce planning fundamentals

Day 4

HR Data, Reporting, and Analytics

- HR data management concepts
- Data accuracy and governance principles
- Oracle HCM reporting overview
- HR dashboards and analytics concepts
- Using HR insights for decision-making

Day 5

Oracle HCM Operations and Best Practices

- User roles and responsibilities overview
- Security and access concepts
- HR process optimization using Oracle HCM
- Change management in HR technology adoption
- Best practices and course review

Ask us for a date for this course

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