HR Analytics Using Excel
Syllabus

Week/Module	Topics
Week 0	• Demo Video • Welcome to the course • Course Overview and Outcome • Course Schedule • Grading Policy • Exam Details • FAQ
Week 1: Introduction to HR Analytics	• Weekly Overview • Business Analytics • HR Analytics • Benefits and challenges of HR Analytics • Types of HR Analytics • Process of HR Analytics • Defining HR Measurement and purpose • Summary • Weekend Assessment
Week 2: Introduction to Data	• Weekly Overview • Introduction to HR Data • Importance of Data • Types of Data & Scales • Sources of HR Data • HR Data Examination and Purification • Industry Expert Insights • Summary • Weekend Assessment
Week 3: Descriptive Analytics – Data Visualization	• Weekly overview • Descriptive Analytics • Data Visualization • Tabular Vs Visual Data • Introduction to Excel • HR Data visualization in Excel – Part 1 • HR Data visualization in Excel – Part 2 • HR Data visualization in Excel – Part 3 • Summary • Weekend Assessment
Week 4: Descriptive Analytics – Descriptive Statistics	• Weekly Overview • Descriptive Statistics • Measures of Frequency • Measures of Central Tendency

	• Measures of Dispersion • Measures of position • Normal Distribution, Skewness, Kurtosis and Z-Scores • Cross Tabulation in HR data • Summary • Weekend Assessment
Week 5: Diagnostic Analytics	• Weekly Overview • Diagnostic Analytics • Examples and Cases of HR Diagnostic Analytics • Population and Sample • Correlation • Simple and Multiple Correlation • Co-variance • Hands on Excel Practical • Industry Expert Insights • Summary • Weekend Assessment
Week 6: Predictive Analytics	• Weekly Overview • Predictive Analytics • Examples and Cases of HR Predictive Analytics • Independent variable and Dependent variable • Simple Linear Regression • Assumptions of Regression • Multiple Linear Regression • Regression and assumptions in Excel • Summary • Weekend Assessment
Week 7: Prescriptive Analytics	• Weekly Overview • Prescriptive Analytics and its importance • Examples and Cases of HR Prescriptive Analytics • Techniques of Prescriptive analytics • What-if Analysis and it's types • Scenario Manager, Goal seek and Data tables in Excel – Data intro and Running and Interpretation. • Developing Linear Optimization models • Introducing Solver Pack in Excel • Linear Optimization models in Excel with interpretation. • Summary • Weekend Assessment

Week 8: Dashboard Creation and HR Analytics Reporting	• Weekly Overview • Introduction to dashboards • Importance of visual representations • Creating dashboards in Excel • Reporting in HR Analytics • Human Capital disclosure and its importance • Components of HR Analytics Reporting • HR Analytics Adoption in organizations • Industry Expert Insights • Summary • Weekend Assessment

Final Exam Details:

If you wish to obtain a certificate, you must register and take the proctored exam in person at one of the designated exam centres. The registration URL will be announced when the registration form is open. To obtain the certification, you need to fill out the online registration form and pay the exam fee. More details will be provided when the exam registration form is published, including any potential changes. For further information on the exam locations and the conditions associated with filling out the form, please refer to the form.

Grading Policy:

Assessment Type	Weightage
Weekend Assessment	25%
Final Exam	75%

Certificate Eligibility:

- 40% marks and above in weekend assessment
- 40% marks and above in the final proctored exam

Disclaimer: In order to be eligible for the certificate, you must register for enrolment and exams using the same email ID. If different email IDs are used, you will not be considered eligible for the certificate.