



## COURSE OUTLINE

### 1. Information about the program

1.1 Higher education institution	“Alexandru Ioan Cuza” University of Iași
1.2 Faculty	Faculty of Economics and Business Administration
1.3 Departament	Management, Marketing and Business Administration
1.4 Field of study	Management
1.5 Cycle of study	master
1.6 Study program / Qualification	Strategic Human Resource Management in Europe

### 2. Information about the course

2.1 Course title	HRM Information Systems and Decision-Making						
2.2 Course coordinator	-						
2.3 Seminar coordinator	Professor Florin Dumitriu, PhD						
2.4 Year of study	2	2.5 Semester	1	2.6 Type of evaluation*	MT	2.7 Course status**	C

\* MT-MID-TERM, O-ORAL EXAM, E-EXAM, M-MIXED; \*\* C-compulsory/O-optional/E-elective

### 3. Estimated time allocation (hours per semester and teaching activities)

3.1 Number of hours per week	1.5	out of which: 3.2 course	0	3.3 seminar / laboratory	1,5
3.4 Total number of hours per semester	21	out of which: 3.5 course	0	3.6 seminar / laboratory	21
Time allocation					h
Study based on course book, course materials, bibliography and other					
Supplementary study in the library, on electronic platforms and on the field					
Preparing seminars/laboratories, assignments, papers, portfolios and essays					
Tutorship					
Examination					
Other activities .....					
3.7 Total hours of individual study					
3.8 Total hours per semester					
3.9 Number of credits					

### 4. Prerequisites (if applicable)

4.1 Referring to curriculum	1st, 2nd and 3rd semester
4.2 Referring to competences	Abilities in using MS Excel 365 on medium level

### 5. Conditions (if applicable)

5.1 For the course	Not necessary
5.2 For the seminar / laboratory	Not necessary

### 6. Specific competences accumulated



<b>Professional competencies</b>	<p>C2 – Assistance for administering the entire firm/organization (1,5 credits)</p> <p>C4 – Assistance for human resource management (0,5 credit)</p> <p>C5 – The use of specific databases for business administration (2 credits)</p>
<b>Transversal competencies</b>	<p>CT2 – Identifying roles and responsibilities within a multi-specialized team and applying relational techniques and efficient work techniques within the team (0,5 credits)</p> <p>CT3 - Identifying the opportunities for continuous learning and efficient use of the learning resources and techniques for personal development (0,5 credit)</p>

**7. Discipline objectives** (based on specific competencies accumulated)

<b>7.1 General objective</b>	<p>Upon completion of this module, students will understand the general concepts of related to using the Information Systems for HRM and will be able to develop a project in MS Excel, version 2013 or higher, that consists in a dashboard for a subdomain of Huma Resource field.</p>
<b>7.2 Specific objectives</b>	<p>After successfully finalizing this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the concepts of IS and Databases and how can be used in the HRM.</li> <li>• Understand and use the basic notions related to HRM by using a spreadsheet platform such as MS Excel version 2013 or higher.</li> <li>• Understand, identify and develop an advanced applications is MS Excel, for the field of HR.</li> </ul>

**8. Content**

8.1	Course	Teaching methods	Observations (time and bibliography)
-	-	-	-
•			
8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
1-14	<ol style="list-style-type: none"> <li>1. Fundamental concepts about database development and relational model;</li> <li>2. Applying a variety of functions and advanced features from MS Excel 365 in HRM and decision process, such as: <ul style="list-style-type: none"> <li>• Creating a data model</li> <li>• Functions: Text, Logic, Lookup&amp;Reference, etc</li> <li>• Charts: Interactive and Dynamic</li> <li>• Pivot Tables and Charts</li> <li>• Intro to Visual Basic for Applications (VBA), macros and forms</li> <li>• What-if analysis: Data Table, Scenarios, Solver and Goal Seek;</li> <li>• Other advanced features: Extracting data from Web pages and other sources (data base, CSV, JSON, XML);</li> </ul> </li> </ol>	<p>Interactive (online) practical lectures according with the discipline agenda</p>	<p>21 hours</p>

**Bibliography**

## 1. Ms Excel

- Murray, A., Advanced Excel Success. Apress; 1st ed. edition (December 8, 2020), ISBN 978-1484264669
- Nathan, G., Excel 2019 Advanced Topics: Leverage More Powerful Tools to Enhance Your Productivity, Independently published (September 16, 2019), ISBN 978-1693650055
- Sheikh, A. , [Microsoft Excel Advanced: Functions and Formulas](#), Publication date : December 25, 2019

## 2. For Database concept and Relational model

- Kavanagh, J., et.al., Human Resource Information Systems, SAGE 2018 or 2015 (available in FEAA library)

**9. Bridging course content with the expectations of the community, professional associations and representative employers in the field of the program**

On an annual basis, the course content is discussed with the representatives of the business environment, who hire or could hire graduates from this program, while students are required to provide feedback (on-line, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final evaluation).

**10. Evaluation**

Type of activity	10.1 Evaluation criteria	10.2 Evaluation methods	10.3 Allocation to the final grade (%)
10.4 Course	N/A	N/A	-
10.5 Seminar/ Laboratory	Applied / practical knowledge	1. Team project's development in MS Excel and presentation in the last week of the semester, according with discipline agenda (calendar)	100%
10.6 Minimal performance standards:			
Minimum 5.00 for the team project			

Date

Course coordinator

Seminar coordinator

Professor **Florin Dumitriu**, PhD

Date of approval in the department

Head of department