



## 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 Department	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		Digital HRM in Practice					
2.2 Course coordinator		Professor Daniel Păvăloaia, PhD					
2.3 Seminar coordinator		Professor Daniel Păvăloaia, PhD					
2.4 Year of study	2	2.5 Semester	2	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: course	0	seminar / laboratory	1.5
3.2 Total number of hours per semester	18	out of which: course	0	seminar / laboratory	18
<b>3.3 Time allocation</b>					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 .....					
<b>3.4 Total hours of individual study</b>					
<b>3.5 Total hours per semester</b>					
<b>3.6 Number of credits</b>					

### 4. Prerequisites (if applicable)

4.1 Referring to curriculum	1st, 2nd and 3rd semester disciplines
4.2 Referring to competences	Abilities in using MS Access on basic 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 (0,5 credits)</p> <p>C4 – Assistance for human resource management (0,75 credit)</p> <p>C5 – The use of specific databases for business administration (0.75 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 a Database Management System and a case study in an ERP application (MS Dynamics Axapta).</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 different platforms such as MS Access.</li> <li>• Understand, identify, and solve different problems in the field using ERP applications.</li> </ul>

**8. Content**

8.1	Course	Teaching methods	Observations (time and bibliography)
	-	-	-
8.2	Seminar / Laboratory	Teaching methods	Observations (time and bibliography)
Weeks 1-12	<p>1. The development of an application for the area of HR management by using MS Access (or other similar platform)</p> <ul style="list-style-type: none"> <li>• Database development</li> <li>• The use of forms for entering, updating and editing data from the database</li> <li>• Obtain data by using queries</li> <li>• Building form and reports for the purpose of data entry and display</li> </ul> <p>2. A case study for the HR management domain will be presented to students using the ERP applications (MS Dynamics Axapta) for</p> <ul style="list-style-type: none"> <li>• The management of employee general data</li> <li>• Employee's training and career development</li> <li>• Employee's performance management</li> </ul>	Interactive practical lectures according with the discipline agenda	18 hours

**Bibliography**

- Kinser, A.S., Lending, D., Nightingale, J.P., Hammerle, P., Kinser, E. and Moriarity, B., 2011. Your Office: Microsoft Access 2010 Comprehensive. Pearson Higher Ed.
- Luszczak, Andreas, Using Microsoft Dynamics AX 2012: Updated for Version R2 Paperback – May 31, 2013, ISBN-10: 3658017082, ISBN-13: 978-3658017088

**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 (online, anonymous) after each semester about the course structure, teaching methods, as well as strengths / weaknesses (after the final 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. Project's development and online presentation in MS Access 365 (P-Access)	60%
		2. Dynamics AX- Practical Online Evaluation ( P-Dynamics)	40%
<b>10.6 Minimal performance standards:</b>			
1. Min. 5.00 for the average grade of the practical online evaluations (P-Dynamics*0.4 + P-Access project*0.6)			
2. Obtaining 5.00 points (out of 10) as a final grade			

Date  
28 Sept.  
2022

Course coordinator

Seminar/ Laboratory coordinator  
Professor **Daniel Păvăloaia**, PhD

Date of approval in the department  
28 Sept. 2022

Head of department  
Professor **Florin Dumitriu**, PhD