



PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

Certificate Course in HR Analytics

Syllabus

MODULE	MAIN HEAD	SUBTOPICS	DURATION
Module 1	Basics of Analytics	Challenges for HR in the VUCA (Volatile, Uncertain, Complex, Ambiguous) world, Concept and Evolution of HR Analytics,	2.30 Hours
	Why do we need Analytics in HR?	Economic, Social, Technological, Environmental and Legal trends impacting the next generation of HR	30 Minutes
		What is meant by Business Intelligence, Business Analytics & Big Data	30 Minutes
		What is an Organizational System, Locating the HR Challenges in the System, Evolution of HR as a function - Record Keeping to Human Experience Management	30 Minutes
		Quiz to the participants	30 Minutes
Module 2	What do we mean by HRIS?	Basics of Information Systems (IS) – What are IS? How do IS help business achieve their strategic objectives? Case Study	2 Hours
		What are the Components of IS? – Infrastructure (Types of Servers, Networks, Equipment, Datacenters), Storage (Concept of ERD, Databases, Data warehouse), Applications, Channels and Users, Importance of Data, Typical Data sources, Data related Aspects	2 Hours
		Overview of Cloud, RPA, AI, IaaS, PaaS, SaaS, BPaaS and emergent Digital technology	2 Hours



H. B. Chavhan

Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.

PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

		Types of IS (TPS, OAS, MIS, DSS, ESS, KMS, Enterprise Systems)	2 Hours
		The Evolution of HRIS, current market and key players, Importance of HR Analytics to business benefit	2 Hours
		Quiz to the Participants	30 Minutes
MODULE	MAIN HEAD	SUBTOPICS	DURATION
Module 3	What do we understand by Analytics?	Key concepts of Analytics, Difference between Analytics, Business Analytics and Business Intelligence, Types of Analytics – Descriptive, Prescriptive and Predictive	2.30 Hours
		Data Patterns – Data concepts, Identifying Data Patterns	1 Hour
		System Components in Analytics – TPS, OLTP, OLAP, ETL, Staging, DWH, DM, Presentation	2.30 Hours
		Data Modelling - Facts and Dimension Tables, Star, Galaxy and Snowflake Schemas	1 Hour
		Data Mining Techniques – Overview of Classification, Clustering, Regression, Association Rules, Outer detection, Sequential Patterns, Prediction Methods	1 Hour
		Key Analytics Solutions in the Market – Video demos of solutions such as OBIEE, QlikView, SAS	1 Hour
		HR Reporting, HR Metrics, HR Score Card, HR Analytics Framework / Model	1 Hour
		Real time case discussions, Quiz to the Participants	1 Hour



H. B. Chakrabarti

Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.



PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

Module 4	Overview of HR Processes & Importance and Applications of HR Analytics	Organization Management – Organization – Position – Job – Employee	1 Hour
		Recruitment & On boarding – Workforce Planning, Job Requisitions, Sourcing, Channels, Candidate Profiling, Talent Pools, Applicant Tracking, Interview Management, Offers, On boarding	1 Hour
		Employee Life Cycle Management – Joining, Probation, Confirmation, Promotion, Transfers, Grievances	1 Hour
		Exit – Voluntary, Involuntary, Attrition	1 Hour
		Payroll & Compensation – Payroll inputs, simulation, processing post payroll	1 Hour
		Leave & Attendance – Leave policies, leave applications, holidays, attendance policies, shifts, rostering, regularization	1 Hour
		Performance Management – goal setting, appraisals, normalization feedback, rewards & recognition	1 Hour
		Learning Management – Learning administration, e-learning, feedback	1 Hour
		Succession Planning – Assessment, Career Paths	1 Hour
		Real time case discussions, Quiz to the Participants	1 Hour
MODULE	MAIN HEAD	SUBTOPICS	DURATION
Module 5	HR Tools & Techniques that can be Used	MS Excel - for Reporting, Presentation, and Visualization	1 Hour
		Google sheet, Google spreadsheets for Data Presentation	1 Hour



H. Deshmukh

Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.



PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in

		R, SPSS, SAS, Tableau, other Tools	1 Hour
		Interactive, Group Activity	
Module 6	Need for Information at various levels in Management	Aligning HR metrics with business strategy, goals & objectives, Decision Making at different levels	1 Hour
	Future of HR Analytics	What are KPIs - Strategic Level, Managerial Level, Operational Level	1 Hour
		KPIs for the HR Processes - Recruitment & On boarding, Employee Life Cycle Management, Payroll & Compensation, Leave & Attendance, Performance Management, Learning Management, Organization Management + Exercise in MS Excel based on data	2.30 Hours
		Analytic to reshape the future of HR	1 Hour
		Wrap Up, Questions Answers Session	1 Hour



Beshmukh

Director
PTVA's Institute of Management
Chitrakar Ketkar Marg,
Behind M. L. Dahanukar College,
Vile Parle (E), Mumbai-400 057.