

Unit 1 Introduction to Human Resource Management

Unit 2 HR Data Formatting

Unit 3 Basic Formula and Functions for HR

Unit 4 Advanced Formula and Functions for HR

Unit 5 Logical and statistical functions for HR

Unit 6 Date and Time Functions for HR

Unit 7 Creating Employee Database with Data Validation

Unit 8 Recruitment And Selection in Excel

Unit 9 Leave records and calculations

Unit 10 Payroll and Benefits

Unit 11 End of service calculations

Unit 12 HR Metrics in Excel

Unit 13 KPI in Excel

Unit 14 Employee Management in Excel

Unit 15 Training and Development Plan in Excel

Unit 16 HR Data Analytics

Unit 17 HR Reports using Charts and Graphs

Unit 18 HR Dashboard

Appendix – HR Metrics