SAM HOUSTON STATE UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION

DEPARTMENT OF MANAGEMENT AND MARKETING

MGT 574 SEMINAR IN HUMAN RESOURCE MANAGEMENT SUPPORTED BY SAP R/3 ENTERPRISE SOFTWARE

COURSE SYLLABUS

FALL 2007

COURSE OBJECTIVES

1. Identify challenges which are critical to gaining a competitive advantage in the global marketplace.

2. Understand practices in Human Resource Management (HRM) which facilitate the attainment of the competitive advantage.

3. Understand the integration of Strategic Human Resource Management in the formulation of the Strategic Management Process.

4. Identify the forces and factors affecting Strategic Decision Making with regard to HRM Best Practices.

5. Understand the features and components of an Enterprise Resource Planning (ERP) System, in general, and of Systems, Applications, and Products in Data Processing (SAP R/3), in particular, which facilitate the attainment of the competitive advantage and contribute to the Balanced Scorecard.

6. Identify the forces in the global and legal arena affecting HRM.

7. Assess factors affecting the analysis and design of work, as well as work outcomes regarding job attitudes and performance, and understand and perform SAP R/3 applications in organizational management and job analysis.

8. Develop conceptual knowledge of recruitment, selection, and placement practices in HRM, and understand and perform SAP R/3 applications in acquiring human resources.

9. Develop conceptual knowledge of training and development, career management, performance management, and travel management, and understand and perform SAP R/3 applications in developing human resources.

10. Develop conceptual knowledge of pay structure decisions and employee benefit practices in HRM, and understand and perform SAP R/3 applications in compensating human resources.

11. Identify the role of employee relations, labor relations, and emerging rich information technology systems.

12. Develop an understanding of HRM practices across global organizations.

13. Understand the role and importance of ethical considerations in HRM.

14.   Develop keen decision making skills by generating strategic decision scenarios and effective managerial solutions to HRM practices using SAP R/3 applications.

15.   Develop communication, diagnostic, and analytical skills through case analyses.

COURSE:	MGT 574 Seminar in Human Resource Management
	Supported by SAP R/3 Enterprise 4.7 Software
SEMESTER:	Fall 2007
DAY AND TIME:	Wednesday 6:00 – 8:50 PM; Section 01; CID #5849
ROOM:	The University Center, Room 309
INSTRUCTOR:	Kathleen M. Utecht, Ph.D.
OFFICE HOURS:	SHB 236A M 1:00 – 5:00 PM; Tu/Th 12:30-1:30 PM
	The University Center, Room 309 4:00 – 6:00 PM
TELEPHONE:	294.1281 (Office) 294.1256 (Department)
E-MAIL:	kmutecht@shsu.edu

REQUIRED COURSE MATERIALS:

Noe, Raymond A., Hollenbeck, John R., Gerhart, Barry, and Wright, Patrick M.
Fundamentals of Human Resource Management. Irwin/McGraw-Hill, New York, NY,
Second Edition, 2007.

A University Computer Services Account and Internet Access.

EVALUATION:

Assignments and Assessments:

HR SAP R/3 Interactive Exercise Units 1 - 5	40%
Enterprise Resource Planning (ERP) Case Analysis	20%
Harvard Business School Case Analysis	20%
HRM and SAP R/3 Performance Metrics and Decision Scenarios	10%
Class Activities and Participation	10%

Grading System:

90%-100%	A
80%-89%	B
70%-79%	C
Below 70%	F

Class Attendance:

Class attendance is extremely important in this course, not only to understand the nature
of the topics covered and the software applications, but also to facilitate your growth and
critical thinking in this subject. Since part of your evaluation pertains to class activities,
participation, and SAP R/3 discussions, it is expected that you are present in class and
contribute to classroom dynamics and discussions.

DISABLED STUDENT POLICY:

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling 936.294.1720.

RELIGIOUS HOLY DAYS POLICY:

Section 51.911 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

CLASSROOM CIVILITY:

Each student is encouraged to help create an environment during the class that promotes learning, dignity, and mutual respect for one another. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt class by coming to class late, engage in loud or distracting behaviors, use cell phones or pagers in class, use inappropriate language, are verbally abusive, display defiance or disrespect for others, or behave aggressively toward others could be asked to leave the class and be subjected to disciplinary action in accordance with University policy.

WEEKLY TOPICS:

August 22   **INTRODUCTION: MGT 574 SEMINAR IN HUMAN RESOURCE MANAGEMENT SUPPORTED BY SAP R/3 ENTERPRISE 4.7 SOFTWARE.**

Managing Human Resources, Chapter 1.

INTRODUCTION: ENTERPRISE RESOURCE PLANNING (ERP) AND SYSTEMS, APPLICATIONS, AND PRODUCTS IN DATA PROCESS (SAP R/3) SOFTWARE.

Information Rich Technology Systems: Appraising
The Value of Human Resources in SAP R/3.

HRM and SAP R/3 Performance Metrics and Decision Scenarios.

PART 1: THE HUMAN RESOURCE ENVIRONMENT.

Trends in Human Resource Management, Chapter 2.

August 29   Providing Equal Employment Opportunity and a Safe Workplace, Chapter 3.
Analyzing Work and Designing Jobs, Chapter 4.

"Best Practices" and "Thinking Ethically:" The Human Resource Environment.

September 5   **NAVIGATING IN SAP R/3 ENTERPRISE 4.7 AND THE HUMAN RESOURCES MODULE.**

SAP R/3 INTERACTIVE EXERCISES UNIT 1 – ORGANIZATIONAL MANAGEMENT AND JOB ANALYSIS: CREATING ORGANIZATIONAL UNITS, JOBS, POSITIONS, AND DESCRIPTIONS.

September 12   **HRM and SAP R/3 Performance Metrics and Decision Scenarios: Organizational Management and Job Analysis.**

PART 2: ACQUIRING AND PREPARING HUMAN RESOURCES.

Planning for and Recruiting Human Resources, Chapter 5.

September 19   Selecting Employees and Placing Them in Jobs, Chapter 6.

September 26   **SAP R/3 INTERACTIVE EXERCISES UNIT 2 - RECRUITMENT AND SELECTION.**

October 3   No Class: Institute of Behavioral and Applied Management Conference.

               Enterprise Resource Planning (ERP) Case: Review

October 10   **HRM and SAP R/3 Performance Metrics and Decision Scenarios: Recruitment and Selection**

               Training Employees, Chapter 7.

               "Best Practices" and "Thinking Ethically:" Acquiring and Preparing Human Resources.

               PART 3: ASSESSING PERFORMANCE AND DEVELOPING EMPLOYEES.

               Managing Employees' Performance, Chapter 8.

October 17   Developing Employees for Future Success, Chapter 9.
               Separating and Retaining Employees, Chapter 10.

               "Best Practices" and "Thinking Ethically:" Assessing Performance and Developing Employees.

October 24   **SAP R/3 INTERACTIVE EXERCISES UNIT 3 - PERFORMANCE MANAGEMENT, TRAINING AND EVENT MANAGEMENT, AND TRAVEL MANAGEMENT.**

               Enterprise Resource Planning (ERP) Case Analysis: Due

October 31   **HRM and SAP R/3 Performance Metrics and Decision Scenarios: Performance Management, Training and Event Management, and Travel Management.**

               PART 4: COMPENSATING HUMAN RESOURCES.

               Establishing a Pay Structure, Chapter 11.

Recognizing Employee Contributions with Pay, Chapter 12.

November 7   Providing Employee Benefits, Chapter 13.

"Best Practices" and "Thinking Ethically:" Compensating Human Resources.

November 14 **SAP R/3 INTERACTIVE EXERCISES UNIT 4 - COMPENSATION AND BENEFITS.**

November 21 No Class: Thanksgiving.

Harvard Business School Case Analysis: Review

November 28 **HRM and SAP R/3 Performance Metrics and Decision Scenarios: Compensation and Benefits.**

PART 5: MEETING OTHER HR GOALS.

Collective Bargaining and Labor Relations, Chapter 14.
Managing Human Resources Globally, Chapter 15.
Creating and Maintaining High-Performance Organizations, Chapter 16.

December 5   **SAP R/3 INTERACTIVE EXERCISES UNIT 5 – INTEGRATION.**

December 12 **Harvard Business School Case: Due.**

Wednesday, 8:00-10:00 PM, The University Center

REFERENCES

Aurand, Timothy W., DeMoranville, Carol, and Gordon, Geoffrey L. (2003). Cross-Functional Business Programs: Critical Design and Development Considerations. *Mid-American Journal of Business.* Vol. 16, No. 2, 21-30.

Austin, Robert D., Cotteleer, Mark J., and Escalle, Cedric X. (2003). Enterprise Resource Planning. *Harvard Business Review Technology Note 9-699-020,* March 24, 1-8.

Becker, Brian E., Huselid, Mark A., and Ulrich, Dave. (2001). *The HR Scorecard.* Boston, MA: Harvard Business School Press.

Bohlander, George, and Snell, Scott (2004). *Managing Human Resources.* Mason, Ohio: Thomson South-Western.

Brady, Joseph A., Monk, Ellen F., and Wagner, Bret J. (2001). *Concepts in Enterprise Resource Planning.* Boston, Massachusetts: Course Technology-Thomson Learning.

Brassard, Michael, Finn, Lynda, Ginn, Dana, and Ritter, Diane. (2002). *The Six Sigma Memory Jogger II.* Salem, New Hampshire: GOAL/QPC.

Davenport, Thomas H. (1998). Putting the Enterprise into the Enterprise System. *Harvard Business Review,* July-August, 121-131.

Davis, Stan, and Meyer, Christopher. (1999). *Blur: The Speed of Change in the Connected Economy.* New York, New York: Warner Books.

Doane, Michael. (1997). *In the Path of the Whirlwind.* Sioux Falls, South Dakota: The Consulting Alliance.

Doane, Michael. (1997). *Capturing the Whirlwind.* Sioux Falls, South Dakota: The Consulting Alliance.

Gupta, Praveen. (2004). *Six Sigma Business Scorecard.* New York, New York: McGraw-Hill.

Kalakota, Ravi, and Robinson, Marcia. (2002). *M Business: The Race to Mobility.* New York, New York: Irwin McGraw-Hill.

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Larocca, Danielle. (2000). *SAP R/3 Reporting Tools.* New York, New York: McGraw-Hill.

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Noe, Raymond A., Hollenbeck, John R., Gerhart, Barry, and Wright, Patrick M. (2003). *Human Resource Management.* New York, New York: Irwin McGraw-Hill. Plotkin, Hal. (1999). ERPs: How to Make Them Work. *Harvard Business Review,* March, 3-4.

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SAP R/3 Enterprise 4.7 Human Resources: SAP R/3 HR050 Human Resources Essentials: Core and Strategic Applications. (2003). SAP America: SAP America's Educational Services.

SAP R/3 Human Resources: SAP R/3 HR 050 Human Resource Management Training Manual. (2001). SAP America: SAP America's Educational Services.

SAP R/3 Human Resources: SAP R/3 HR 505 Organizational Management Training Manual. (1997). SAP America: SAP America's Educational Services.

SAP R/3 Human Resources: SAP R/3 HR 540 Compensation Management Training Manual. (1998). SAP America: SAP America's Educational Services.

SAP R/3: SAP 101 Overview Training Manual. (2000). SAP America: SAP America's Educational Services**.**