# COLLEGE OF BUSINESS ADMINISTRATION

## Department of Management, Marketing, and Information Systems

### MGMT 5360 Staffing Organizations
### SAP ERP Software Applications

### 3 Credit Hours

### Course Syllabus

### Spring 2018

# COURSE DESCRIPTION AND LEARNING OUTCOMES

1.      Identify and examine the components of The Staffing Organizations Model.

2.      Identify and explore external influences on staffing decisions, e.g., economic factors, legal compliance, and socio-cultural variables.

3.      Identify and explore internal influences on staffing decisions, e.g., organizational structure, work design, and organizational goals.

4.      Examine the importance and nature of job analysis in staffing organizations.

5.      Identify and examine issues and processes in external recruitment and internal recruitment.

6.      Identify and examine issues and processes in external selection and internal selection.

7.      Examine and understand the role of measurement in staffing decisions.

8.      Explore decision making issues, not only in determining the final match in selection, but also in developing the employment contract.

9.      Examine the importance of effective management and administration of the staffing function.

10.     Leverage technology to improve the staffing function, to elevate decision making, and to enhance the value of Human Capital Management (HCM).

11.     Understand the components and functionality of an Enterprise Resource Planning (ERP) System, in general, and of Systems, Applications, and Products in Data Processing (SAP), in particular, which pertain to HCM and staffing applications, and which facilitate the attainment of the competitive advantage.

12.     Develop critical thinking and decision making skills through written applications of staffing assignments, and a case analysis.

| COURSE: | MGMT 5360 Staffing Organizations |
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| | SAP ERP Software Applications |
| | Online; CRN 20893; Section 21 |
| **SEMESTER:** | Spring 2018 |
| **INSTRUCTOR:** | Kathleen M. Utecht, PhD, PHR, SHRM-CP |
| **OFFICE HOURS:** | Smith-Hutson Building 236L, M/W 2:00 – 3:30; |
| | By Appointment |
| **TELEPHONE:** | 936.294.1281 (Office); 936.294.1256 (Department) |
| **E-MAIL:** | **kmutecht@shsu.edu** |

## REQUIRED COURSE MATERIALS:

Heneman III, Herbert G., Judge, Timothy A., and Kammeyer-Mueller, John D. *Staffing Organizations*. Middleton, Wisconsin: Irwin/McGraw-Hill. Eighth Edition, 2015.

A University Computer Services Account and Internet Access.

## EVALUATION:

### Assessment:

| | |
| --- | --- |
| Textbook Assignments | 25% |
| SAP ERP HCM Software Applications | 25% |
| Staffing Decision Assignment | 25% |
| Staffing Case Analysis | 25% |

### Grading System:

| | |
| --- | --- |
| 90% - 100% | A |
| 80% - 89% | B |
| 70% - 79% | C |
| 60% - 69% | D |
| Below 60% | F |

### Academic Dishonesty:

Instances of academic dishonesty, misconduct, or plagiarism of any kind will not be tolerated. Problems in this area shall be processed in accordance with University policy, and can result in a failing grade. All academic work is expected to be in compliance with the policy.

**WEEKLY TOPICS**:


**Week 1**      **INTRODUCTION: MGMT 5360 STAFFING ORGANIZATIONS**
January 17    **SAP ERP SOFTWARE APPLICATIONS**

Welcome to MGMT 5360 Staffing Organizations.

Introduction to MGMT 5360 Staffing Organizations.

MGMT 5360 Staffing Organizations Course Syllabus.
Course Overview; Learning Outcomes; Staffing Organizations
Framework.


**Week 2**      **PART ONE - THE NATURE OF STAFFING**
January 22

Staffing Models and Strategy, Chapter 1.
Application: "Staffing Strategy for a New Plant"

**PART TWO - SUPPORT ACTIVITIES**

Legal Compliance, Chapter 2.
Read Only Application: "Age Discrimination in a Promotion?"


**Week 3**      **NAVIGATE IN SAP ERP**
January 29

**SAP ERP HCM APPLICATION – UNIT 1:**
**WORKFLOW ANALYSIS AND HR PLANNING**


**Week 4**      Planning, Chapter 3.
February 5    Application: "Markov Analysis and Forecasting"

Job Analysis and Rewards, Chapter 4.
Read Only Application: "Maintaining Job Descriptions"


**Week 5**      **SAP ERP HCM APPLICATION – UNIT 2:**
February 12   **JOB ANALYSIS AND JOB EVALUATION**

| **Week 6** | **PART THREE – STAFFING ACTIVITIES:  RECRUITMENT** |
| February 19 | External Recruitment, Chapter 5. |

Read Only Application:   "Improving a College Recruitment Program"

Internal Recruitment, Chapter 6.
Read Only Application:   "Succession Planning for a CEO"

| **Week 7** | **PART FOUR - STAFFING ACTIVITIES:  SELECTION** |
| February 26 | |

Measurement, Chapter 7.

External Selection I, Chapter 8.
Application:  "Developing a Lawful Application Blank"

| **Week 8** | External Selection II, Chapter 9. |
| March 5 | |

**STAFFING DECISION ASSIGNMENT:  "Choosing Among Finalists for the Job of Human Resources Director"**

| **Week 9** | Spring Recess |
| March 12 | |

| **Week 10** | **SAP ERP HCM APPLICATION – UNIT 3:** |
| March 19 | **TALENT MANAGEMENT:  RECRUITMENT AND SELECTION** |

| **Week 11** | Internal Selection, Chapter 10. |
| March 26 | Read Only Application:  "Changing a Promotion System" |

**PART FIVE - STAFFING ACTIVITIES:  EMPLOYMENT**

Decision Making, Chapter 11.
Application:   "Choosing Entrants Into a Management Training Program"

**STAFFING DECISION ASSIGNMENT DUE**

| **Week 12** | **SAP ERP HCM APPLICATION – UNIT 4:** |
| April 2 | **PERFORMANCE MANAGEMENT, TRAINING, AND PAY-FOR-PERFORMANCE PROGRAMS** |

**Week 13**    Final Match, Chapter 12.
April 9        Read Only Application:   "Making a Job Offer"


**Week 14**    **PART SIX - STAFFING SYSTEM AND RETENTION**
April 16      **MANAGEMENT**

              Staffing System Management, Chapter 13.
              Application:  "Evaluating Staffing Process Results"

              **STAFFING CASE ANALYSIS:  "SAP SE:  Autism at Work"**


**Week 15**    Retention Management, Chapter 14.
April 23      Read Only Application:  "Retention:  Deciding to Act"


**Week 16**    **SAP ERP HCM APPLICATION – UNIT 5:**
April 30      **STAFFING REPORTS, DECISION MAKING, AND**
              **MANAGER'S DESKTOP**


**Week 17**    **STAFFING CASE ANALYSIS DUE**
May 7