LESSON PLAN FOR SAP HCM

COURSE : Final year graduation (BCOM/BBA)

Subject Objective – To Understand the data flow of a HR department in an organization and how it can be automated with the help of an effective tool as SAP HCM. SAP HCM helps an organization in Personnel Management, Organizational Management and Payroll and Time Management. The Prospects of HR is on demand where an individual can predict the resource demand that can be recruited.

Describe the learning goals / objectives
1. Time/hours required – 60 hrs
2. Process – lecture method, case study references, role playing,Visual Aid
3. Output – better understating of the Ecommerce industry
4. Assessment – CIA viva,Projects

Unit/Session/ hours	Topics for student Preparation	Procedure	Learning outcome	Assessment
Module 1: Introduction to SAP (10 Hours)	Overview of ERP and SAP, Login Process, Customization of screens, user creation, defining a company code, assigning a company code to the company. Defining the personnel areas, assigning the personnel areas to the company code	**Lecture, Case Study Analysis**	**Technicalities involved in SAP HR**	**MCQ Fill in the blanks Guess the following Match the correct theory/definition/meaning/ etc.**

Module 2 Personnel Structure (15 Hours)	Define Employee Groups, Define Employee Sub Groups, Define the payroll area and assigning the employee sub group to the employee group.	Lecture, Case Study Analysis	Understanding the hierarchical structure in an organization	MCQ Fill in the blanks Guess the following Match the correct theory/definition/meaning/ etc.
Module 3: Organization Management(15 Hours)	Create a Organizational Unit, Set up number of assignment for plan versions, Maintain Number ranges in Organizational Management, Set up Transport connection and Integration.	Lecture, Case Study Analysis	How to set up an OU and maintaining ranges	MCQ Fill in the blanks Guess the following Match the correct theory/definition/meaning/ etc.
Module 4: Personal Administration(10 Hours)	Maintain Number ranges of Personal numbers, Maintain User Parameters, Define Employee Attributes, set up personal action type, Maintaining Personnel actions	Lecture, Case Study Analysis	How to administer the overall the department centrally	MCQ Fill in the blanks Guess the following Match the correct theory/definition/meaning/ etc.

Module 5: Recruitment (5 Hrs)	Creating new position, Applicant numbers creation, Create Media, Create Recruitment Instrument, Creating Advertisement and recruitment structure.	**Lecture, Case Study Analysis**	**Different modes of recruitment and advertisement capabilities**	**Moodle Fill in the blanks Guess the following Match the correct theory/definition/meaning/ etc.**
Module 6: Time Management (5 Hours)	Define daily work schedules, Defining of rules and their integration with work schedule, Case Studies	**Lecture, Case Study Analysis**	**How to schedule the work allocation and integrate it with work schedule**	

Sl. No	Unit & Objectives	No. Of Lecture Hours	Methodology/Instructional Techniques	Evaluation/Learning Confirmation
Module – 1:	Introduction to SAP CRM	10		
1.	Overview of ERP and SAP	1	Lecture and Activity	Question and answer
2.	Login Process, Customization of screens, user creation,	1	Lecture and illustrations	Question and answer
3.	sending messages, technical and functional	1	Lecture and illustrations	Illustrations
4.	logout process, SAP Services	1	Lecture and illustrations	Question and answer
5.	Cooperative business scenarios -	1	Lecture and illustrations	Question and answer
6.	CRM Architecture	1	Lecture and illustrations	Question and answer
7.	Component Integration.	1	Lecture and illustrations	Question and answer
8.	Case Studies and Presentations	3	Lecture and illustrations	Question and answer
Module – 2:	**Master Data and functions**	**15Hrs**		
1.	Organizational Management	2	Lecture and Activity	Question and answer
2.	Understanding of Business Partner	1	Lecture and illustrations	Question and answer
3.	Product catalogues, Warranty Management	3	Lecture and illustrations	Question and answer
4.	Solution Database, Territory Management.	1	Lecture and illustrations	Question and answer
5.	Transactions, Date Management, Text Management	1	Lecture and illustrations	Question and answer
6	, Pricing, credit management,	4	Lecture and illustrations	Question and answer
7	multilevel categorization	1	Lecture and illustrations	Question and answer
8	funds management and claims management. .	1	Lecture and illustrations	Question and answer
9	Summary/test	1	Activity and Viva	Question and answer
Module – 3	**CRM Sales and Service (15 Hours)**	**15Hrs**		
1.	Account Planning	1	Lecture and illustrations	Question and answer
2.	Activity Management	1	Lecture and	Question

			illustrations	and answer
3.	today's E-tailing environment, ecommerce and marketing,	1	Lecture and illustrations	Question and answer
4.	Incentives for engaging in ecommerce, driving forces behind ecommerce	2	Lecture and illustrations	Question and answer
5	ecommerce and economic efficiency	1	Lecture and illustrations	Question and answer
6	impact of ecommerce on business.	1	Lecture and illustrations	Question and answer
7.	Summary/ test	1	Lecture and Viva	Question and answer
Module – 4:	**Module 4: Marketing Channelization and Scenarios: Web channel through B2B and B2C**	**10 Hrs**		
1.	ICSS Service	1	Lecture and illustrations	Question and answer
2.	Campaign Management	1	Lecture and illustrations	Question and answer
3.	Segmentation	1	Lecture and illustrations	Question and answer
4.	Lead to cash	2	Lecture and illustrations	Question and answer
5.	Email work list	2	Lecture and illustrations	Question and answer
6.	Template designer	2	Lecture and illustrations	Question and answer
7.	Survey tool	1	Lecture and illustrations	Question and answer
Module – 5:	**CRM Analytics**	**10 Hrs**		
1.	Embedded Competitor Analysis in Opportunity Management	1	Lecture and illustrations	Question and answer
2	Dash board on Home page	1	Lecture and illustrations	Question and answer
3.	Applications and Case Studies regarding analytics	8	Lecture and illustrations	Question and answer
6.	Summary/case study	2	Lecture and illustrations	Question and answer